



BOARD OF SELECTMEN

Meeting Minutes

March 18, 2013

Approved: April 1, 2013

PRESENT: Les Fox, Chair; Member; Robert Stemple, Member; Frank Powers, Member; and Raid Suleiman, Member

ABSENT: Vincent Amoroso

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Fox called the meeting to order at 7:03 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair Fox read the announcements.

APPOINTMENTS

- Westford's Town Manager, Jodi Ross, and members of their Economic Development Committee, Bill Nussbum and Eli Demtri were present to discuss Westford's request to join the 495 Regional Technology Center Economic Target Area (ETA). Ross described Westford's efforts to retain businesses and attract appealing commercial ventures. These efforts include participation in other regionally-focused study groups such as the CIC Grant Regional Transportation project and the formation of the Westford Economic Development Committee (EDC) six months ago. Nussbum and Demtri spoke to the work of the EDC. Ross further noted that she has worked with TA Shaw on various boards/committees and similar projects over the years and they work well together. As part of these efforts Westford is now seeking to join the ETA that Boxborough initiated. Participation in this ETA would be very helpful in their effort to obtain Brownfields (reclamation of contaminated properties) grant funding, which is of particular and immediate interest to them. Their request to join was recently approved by Littleton, the other member of this ETA. Westford has received positive feedback from the State on their effort to join this ETA. Westford is willing to share the resources that they have developed. Ross noted that they understand that a decision may not be made tonight, but they wanted to provide this information, and get any input that the Selectmen might have to get the process going. She did clarify the Brownfields grant application deadlines are looming so a prompt decision on their request would be appreciated. The Selectmen noted that it is in everyone's best interest to find sensible ways to increase a community's tax base; and there seems to be little, if any, harm in exploring this and being a good neighbor. Westford has more resources than Boxborough. The Selectmen outlined some of the difficulties facing economic development in Boxborough such as the manpower & work hours needed to support an effective economic development effort and our lack of a public water/sewer infrastructure. There was discussion as to what type of data Westford would be looking for and that the Selectmen would need specifics as to what Westford could do for us in an effort to advance business development; encourage state/federal participation and draw businesses to Boxborough. The Selectmen were invited to a meeting of the Economic Development Comm. on Thursday morning.
- DPW Director, Tom Garmon, was present to review the proposed FY 14 Transfer Station fees and the implementation of bulk disposal fees. Chair Fox provided background on and an overview of implementing bulk fees. This has been under discussion for the past several years. A comparison of Transfer Station revenues to costs indicates that there is a revenue shortfall. Boxborough currently allows the disposal of bulk items, but doesn't charge. Charging bulk item fees should provide additional revenue. Most of the surrounding communities with Transfer facilities charge for the disposal of bulk items. Garmon's intention would be to launch this program in FY 14, starting July 1st. He further noted that this proposal would allow any resident, even those without stickers, to participate in the bulk item disposal program. There was discussion about the proposed fee schedule; voucher format and the administration of this program. Garmon reviewed the proposed bulk disposal item schedule; the related fees and what items would not be accepted, such as tires. It was suggested that the sale of daily, weekly or monthly passes or selling scrap metal directly to a scrap metal company also be considered. There was also discussion on the savings on trucking/tipping fees that has been realized since the installation of the recycling compactor. Dir. Garmon asked that

he is given time to see how the upcoming improvements to Transfer Station affect operations before the Selectmen consider possibly allowing Stow residents to sign up to use the Transfer Station. The Selectmen took up the approval of the proposed FY 14 Transfer Station sticker application and related fees. Dir. Garmon advised that he is proposing to keep the same basic application format, with just some minor changes such as a further breaking out the circumstances under which applications can be submitted after the July 31, 2013. Member Suleiman moved to approve the proposed bulk disposal fee program and the related fee schedule and to approve the Transfer Station sticker fees for FY 14, as presented. Seconded by Member Powers. **Approved 4-0.**

- IT Systems Coordinator, Matthew Frost was present to discuss plans for upgrading the Town's cable equipment. Frost noted that he has been investigating improvements/upgrades to Town's cable infrastructure for sometime; however this discussion is being brought forward now because of continuing issues with the quality of the cable broadcast, intermittent broadcast failures and equipment failures. Frost referred the Selectmen to his memorandum of March 4, 2013 and project proposal for *Upgrades to the Town of Boxborough's Cable Broadcasting and IT Infrastructure*. Frost is proposing to take a phased approach to this overall project, starting with the immediate, pressing issues with our cable broadcast which is outlined in his proposal under *Section 1 - Proposed Changes to the Broadcast and IT Office*. He has run a demo of the system he is proposing and feels confident that it will resolve many of the existing problems. He also outlined the other component of this portion of his proposal – improvements to the IT Office aka broadcast suite. Although residents have also communicated concerns with the audio portion of the broadcast, until the overall broadcast failure issues are resolved, he can't realistically address the audio quality issues. There was discussion about whether the Selectmen should approve this project in total or in phases. Frost noted that he is still working on obtaining "firm" costs, for many of the non-technologically based components (i.e. HVAC, carpentry....) for the subsequent phases in the proposal so, tonight, he is seeking approval to move forward on just the portion he has identified as phase 1. It was noted that the intention is to use Cable funds, monies that are already set aside for this type of work and not from tax revenues. Chair Fox moved to endorse the project scope of the *March 4, 2013- Upgrades to the Town of Boxborough's Cable Broadcasting and IT Infrastructure* proposal, in principle, and to authorize funding for Phase 1 of this project at \$22,000. Seconded by Member Suleiman. **Approved 4-0.**

Frost also provided an update on the VoIP project. The intention is to have VoIP "live" at all of the facilities that are wired into system in May.

Given the time, the Selectmen took up Agenda Items # 4(a-d)

PUBLIC HEARING ON PROPOSED GENERAL BYLAW CHANGES

- At 8:11 PM, Chair Fox opened the public hearing portion of the agenda. He reviewed the public hearing process and procedures. A list of those present for this hearing is provided and incorporated by reference.
 - ◊ The first portion of this hearing was to consider the proposed changes to the Personnel Plan and Schedule of Positions (A) and Schedule of Compensation (B). Personnel Board Chair Anne Canfield and member Susan Bak were present for this discussion. Canfield provided an update on recent Personnel Board activities. The Personnel Board has voted to approve the proposed changes presented tonight. Canfield opened the discussion on the proposed changes to Article VI. Section 7. Merit Salary Adjustments, providing the background on these revisions and the rationale, specifically noting that these revisions are a result of the merit pay discussions that have taken place and the work of the consultant that is currently reviewing Schedule B. If this change is approved it would go into affect with the new fiscal year (FY 14). Discussion moved to revisions which would augment Article VIII, by adding Section 2, Detail Pay. These revisions are a result of concerns that the Police Department presented to the Personnel Board about the lack of formal language addressing detail pay. The proposed changes to Schedule A were discussed. There is a renaming of the Dog Officer to the Animal Control Officer – Dogs & Cats, bringing it into alignment with the proposed changes to the Dog Control and Dog License Bylaws being discussed later in this public hearing. The other change is adding the position of Media Production Technician to the Intermittent Schedule. This new position and its job description are to be discussed later under New Business. Canfield noted that the Personnel Board has reviewed Schedule B and is recommending a freeze of all steps with only a 2% COLA adjustment for most positions with the exception of several noted positions in the Intermittent Schedule. Those positions would remain at their FY 13 rate. They also are recommending adding the Media Production Technician position to the Intermittent Schedule. As there was no further discussion Chair Fox concluded this portion of the public hearing. Chair Fox moved to approve the revisions, recommended by the Personnel Board, to the Personnel Plan and to Schedules A & B, for FY 14, as presented and to place it on the Annual Town Meeting warrant. Seconded by Member Suleiman. **Approved 4-0.** Chair Fox moved, contingent upon Town Meeting approval, to freeze steps and to approve a 2% COLA adjustment to the positions in Schedule B, except as otherwise noted. Seconded by Member Suleiman. **Approved 4-0.**

The Selectmen suspended the public hearing to take up Agenda Items # 5(a-d) and #6.

MINUTES

- Member Powers moved to accept the minutes for the regular sessions of February 25, 2013 as written & March 4, 2013 as revised; the executive sessions of March 4, 2013; [BoS Contract Negotiating Team re: Dispatch] of March 4, 2013; [BoS Contract Negotiating Team re: Fire] of March 5, 2013; and [BoS Contract Negotiating Team re: Police] of March 5, 2013 all as written. Seconded by Chair Fox. **Approved 4-0.**

SELECTMEN REPORTS

- The Board passed over Selectmen Reports.

Chair Fox recalled the public hearing.

PUBLIC HEARING (Continued)

- Town Clerk Liz Markiewicz and Dog Officer Phyllis Tower were present for the discussion on proposed changes to Boxborough's Dog Control Bylaw and Dog Licensing Bylaw. Many of the proposed revisions are due to recent changes in M.G.L. Chapters 40 and 140; and will bring these bylaws in-line with current state law. Both will indicate the change of the name of the position of Dog Officer to Animal Control Officer – Dogs and Cats. Town Counsel has provided their input on these proposed revisions.
 - ◇ Discussion opened on the Dog Control Bylaw. These proposed revisions include: increases to the fine structure for the second, third and subsequent offenses and removal of the Definitions of Terms section as the bylaw will now rely the definitions provided within the statute. As there was no further discussion Chair Fox concluded this portion of the public hearing. Chair Fox moved to approve the proposed revisions to the Dog Control Bylaw as presented and to place on the Annual Town Meeting warrant. Seconded by Member Powers. **Approved 4-0.**
 - ◇ Discussion opened on the Dog Licensing Bylaw. The most significant revision is a substantial increase regarding late fees. Graduated tiers for kennels (per number of dogs) have also been added. Town Clerk Markiewicz reviewed the current practices and procedures for notifying dog owners and how she intends to notify owners of this change when 2014 license renewals are due next year. It was clarified that there will be no change in practice of waiving the license fee for seniors. As there was no further discussion Chair Fox concluded this portion of the public hearing. Chair Fox moved to approve the proposed revisions to the Dog Licensing Bylaw as presented and to place on the Annual Town Meeting warrant. Seconded by Member Stemple. **Approved 4-0.**

The Selectmen suspended the Public Hearing to address Agenda Item # 3d.

APPOINTMENTS (Continued)

- Recreation Commission Chair Matt Rosner was present to discuss the summer program and hiring guidelines. Rosner updated the Selectmen on the activities, proposed changes, and the new ideas being explored by the Recreation Commission. As to Flerra Summer Camp the program directors will now be directly involved in the hiring process. RecComm is also revising the process of choosing counselors within the respective classifications (CITs, 9th graders, returning paid counselors, etc...), so it will be a more precise process than pulling names out; making it more open and known. They are also considering some revisions to the Flerra Summer Program itself – starting it at 8:30 AM; offering extended programs; and reaching out to partners, like AtBats, for other age appropriate activities. They are also considering increasing the fees for summer camp. The RecComm now has a full board so they have the manpower to begin to explore bringing programs in for the other age groups in town. They also want to look at long term planning for recreation facilities within the town. TA Shaw requested that the RecComm forward their input on the MAPC planning project to the Town Planner as soon as possible.

Chair Fox recalled the Public Hearing.

PUBLIC HEARING (Continued)

- ◇ Finance Committee Chair Karim Raad was present to discuss proposed changes to the Finance Committee Bylaw. An overview of the quorum issues that have arisen was provided. The proposed revisions would change the required numbers of members and that a quorum would now be a majority of the members currently serving. The Town Moderator has provided his input. There was discussion concerning the proposed change to the make up "...no less than 5 ...no more than 9..." Concern was voiced about the language referencing the appointment of three members each year rather than staggering term language. TA Shaw will review this with counsel.

Chair Fox closed discussion on Public Hearing matters at 9:21PM.

OLD BUSINESS

- FY 2014 Budget change process was reviewed and it was noted which budgets had been revised since the Selectmen's last review.

- The Selectmen opened discussion on the Annual/Special Town Meeting. The proposed list of articles was reviewed and recommendation responsibilities were assigned. There was also a review the recently distributed revisions to this list of articles. Recommendations should be in by Thursday for inclusion the warrant.

Recommendation assignments:

STM

#	Department/Board	Nature of Article	Recommendation to be prepared by...	Notes
1.	Finance Committee	Police Contract – 1 st year funding	Fox/Powers	
2.	Finance Committee	Firefighter Contract – 1 st year funding	Fox/Powers	
3.	Finance Committee	Dispatch Contract – 1 st year funding	Fox/Powers	
4.	Police Department	Current year- bulletproof vests (town’s share of grant)	Fox	
5.	Dog Officer	Prior year bill – reimburse Dog Officer for equipment	Fox	
6.	DPW	Reconfigure transfer station (implementation)	Fox/Amoroso	

ATM

#	Department/Board	Nature of Article	Recommendation to be prepared by...	Notes
1.		Choose Town Officers		
2.		Receive Reports		
3.		Set Salaries and Compensation of Officers		Tax Collector elected to appointed
4.	Petition Article	Freeze wages, hiring, promotions	Town Counsel	* See discussion below.
5.	Personnel Board	Amendments to Personnel Plan and to Schedules A & B	Suleiman	
6.	Finance Committee	Town Operating Budget		
7.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund		
8.	Treasurer	Transfer \$ from Free Cash to OPEB Trust Fund	Suleiman	
9.	Town Hall	Replace windows in the original section of Town Hall	Suleiman	
10.	Town Hall	Replace Building Inspector’s vehicle	Suleiman	
11.	Fire Department	Communications consultant and town share of radio grant	Powers	
12.	Fire Department	Replace 9-yr old command vehicle	Powers	Appropriation would be to purchase and equip vehicle.
13.	Fire Department	Feasibility study for public safety building	Powers	
14.	Fire Department	Replace 7 year old ambulance	Powers	Appropriation would be to purchase and equip vehicle.
15.	Fire Department	Replacement of Air-paks	Powers	town’s share of grant
16.	DPW	Replace 200 TL70 farm tractor with new Roadside mower	Fox/Amoroso	Replacing Roadside mower with 4- wheel drive all terrain mower
17.	DPW	Replace 2 – 40 yard closed top containers at Transfer Station	Fox/Amoroso	
18.	Police Department	HVAC Replacement/improvement	Fox	Appropriation amount changed
19.	Police Department	Replacement of (13) walkie-talkie and (4) mobile (cruiser) radio	Fox	
20.	Police Department	Bullet proof vests		Article Withdrawn
21.	Police Department	Electronic immobilization devices	Fox	Re-named: Electronic control devices (aka “tasers”)
22.	Police Department	Lighting energy efficiency upgrades	Fox	
23.	Boxborough School Committee	Windows, per building needs assessment	N/A	
24.	Boxborough School Committee & Library Board of Trustees	Concrete sidewalk replacement – front entrance areas	N/A	Article reordered will now come after School – lock system article. ** See discussion below.
25.	Boxborough School Committee	Security upgrades – master lock system replacement and access door controls and cameras	N/A	
26.	Board of Selectmen	Cell phone repeater @ Blanchard School		*** See discussion

#	Department/Board	Nature of Article	Recommendation to be prepared by...	Notes
	& Boxborough School Committee			below.
27.	Steele Farm Advisory Committee	Steele farm barn painting and carpentry repairs	Stemple	
28.	Conservation Comm.	Transfer to ToB Conservation Trust Fund	Amoroso	Same as in prior years
29.	Planning Board	Amend Zoning Bylaw—Temporary Moratorium on Medical Marijuana Treatment Centers	N/A	
30.	Planning Board	Amend Zoning Bylaw - Sections 4003(1) & 4300 and delete Section 5004	N/A	
31.	Planning Board	Amend Zoning Bylaw – Amend Section 4107	N/A	
32.	Finance Committee	Amend Finance Committee bylaw	N/A	
33.	Board of Selectmen	Amend Dog Control Bylaw - compliance with changes in MGL	Fox	
34.	Board of Selectmen	Amend Dog Licensing Bylaw	Fox	
35.	Board of Selectmen	Establish Veterans Tax Work Off Program	Suleiman	To accept new law - M.G.L. c.59 section 5N

CONSENT AGENDA

36.	Board of Selectmen	Personal real estate exemptions – increase in exemptions	Recommendation - Same as in prior years	
37.	Board of Selectmen	Chapter 90 appropriation (Reimbursable)	Recommendation - Same as in prior years	
38.	Board of Selectmen	Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Firearms Permits (\$2,000) • GIS Assessor Map (\$5,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Integrated Preschool Program (\$44,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) • Community Gardens (\$2,000) • Recreation Field permit fees (\$20,000) 	Recommendation - Same as in prior years	Integrated Preschool Program renamed: <i>Blanchard Preschool Program</i> & value increased to \$50,000.

* **Article # 4 - Citizen's Petition:** The preliminary opinion received from Town Counsel is that the wording of the Petition Article is illegal.

** **Article # 24 - Concrete Sidewalk Replacement – Front Entrance Areas:** Previously, this was two separate articles (Library & School), however in recent discussions involving the Supt. Bates; School Business Mgr. Jeannotte; Library Dir. Strapko it was decided to consolidate these two similar capital projects into one article. School Committee, Maria Neyland, provided her input noting that although the School Committee and the Library Trustees still have to discuss combining of these projects and article consolidation, this will remain as one article. School Committee will work with the Library Trustees on a recommendation and any presentation(s).

*** **Article #26 - Cell Phone Repeater @ Blanchard School:** This item is to address the poor cell phone reception at the School. It was suggested at BLF that the Selectmen co-sponsor this article; as the intention is to for the Blanchard School to be a designated emergency shelter once the generator project is complete.

NEW BUSINESS

- The Selectmen reviewed the proposed job description for Media Production Technician, as drafted by the IT Systems Coordinator. The Personnel Board has reviewed it and has voted to recommend. The Selectmen further revised the job description to identify who this Technician would be reporting to. Member Stemple moved to approve the job description for the Media Production Technician as revised. Seconded by Member Suleiman. **Approved 4-0.**

- Member Suleiman moved to authorize the Acton Boxborough Cultural Council to serve wine at its 2013 annual grant reception, being held at the Sargent Memorial Library on April 5, 2013, subject to the conditions specified on the application, and further, to waive the fee. Seconded by Member Stemple. **Approved 4-0.**
- Member Powers moved to approve the application of the Boxborough District Minuteman Company for a one-day wine and malt beverages license, subject to receipt of adequate insurance coverage, and to approve a temporary common victualler's license for Fifer's Day Festival, to be held on June 15, 2013 (rain date June 16, 2013), at Flerra Field; further to waive the fees associated with these licenses and for the athletic field permit. Seconded by Member Stemple. **Approved 4-0.**

EXECUTIVE SESSION

- It was determined that there was no need for an Executive Session.

ADJOURN

- At 10:05 PM, Member Powers moved to adjourn. Seconded by Member Suleiman. **Approved 4-0.**

SELECTMEN'S ANNOUNCEMENTS

MARCH 18, 2013

The necessary contact information is available at the end of these announcements.

- Please excuse the **picture quality** on the Boxborough Government Channel. We are aware of the issues and are working to resolve the problem.
- **Boxborough's Annual Town Meeting** will be held on **Monday, May 13th**. A Preliminary List of Articles is available on the Town's website (Home page, under "NEWS").
- **The FY 2014 budget process has begun.** The current draft budget is available on the Town's website (Home page, under "NEWS"). You are encouraged to attend Selectmen, Finance Committee, School Committee and Library Trustee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.
- In the coming weeks, it will be decided whether or not to move forward with a special town meeting to consider **expanding the Acton-Boxborough Regional School District** to include grades pre-K through 12. If it is decided to proceed, a special town meeting would most likely be held on Monday, June 3rd (not April 29th as had been previously announced).
- There will be a **Special State Primary Election** held on Tuesday, April 30th to select candidates for the office of Senator in Congress.
- **Nomination papers are still available for elected town offices** at the Town Clerk's office, Boxborough Town Hall, 29 Middle Road. The annual Town Election will be held May 20th. Offices that will be on this year's ballot are:
 - Board of Selectmen
 - Board of Health
 - Planning Board
 - Local and Regional School Committee
 - Town Clerk
 - Moderator
 - and ConstableThe last day to file completed papers is Monday, April 1st at 5:00 PM.

- All dogs in Massachusetts are required to be licensed annually. **The deadline to renew your dog license for 2013 was March 10th.** If you have not already licensed your dog, you will now be charged a late fee of \$5.00, in addition to the license fee. This fine will increase to \$25.00 after March 20th. Applications can still be obtained at Town Hall or downloaded from the town website.

- Boxborough **Historical Society Pot Luck Supper** has been rescheduled to Sunday, March 24, 2013.

- The **winter parking ban** remains in effect until April 1st. On street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all times whenever inclement weather is forecasted. Also no overnight or weekend parking is allowed at any of the Town owned facilities, without permission. Unattended vehicles may be subject to towing. Please go to the Town's website under NEWS or contact the DPW for more information.

- **Save the Date and your used books...**the next Friends of the Boxborough Library Book Sale will be April 27th. As you begin your annual spring cleaning, the Friends of the Library would ask that you to save your unwanted used books to donate to this sale during the week of April 22nd. The funds from this sale support many library programs that help to make the Library a special place.

- **The Boxborough Firefighters Association** is selling **commemorative t-shirts**. Shirts are available at the Boxborough Fire Station between 7 AM and 5 PM, 7 days a week. Shirts cost \$15 (\$17 for Size 2 XL).

- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. To learn more or to provide your opinion, by completing a brief on-line survey, go to the Link on the Town's website under "NEWS".

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

- The **Selectmen want to hear from you** and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.
- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (4), Design Review Board (1 at-large member), Energy Committee (1), Public Celebrations & Ceremonies Comm. (1) and the Steele Farm Advisory Committee (2). Also, the Town Moderator is seeking 2 volunteers to serve on the Finance Committee. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.
- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39**. Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- For questions regarding **the Boxborough Firefighters Association's 100th Anniversary** commemorative t-shirts please contact Lt. Jason Malinowski at jmalinowski@boxboroughfire.com.
- Please contact the Town Clerk, Liz Markiewicz 978-263-1116 x 117 if you have any questions regarding **nomination papers, street census form or licensing your dog**.
- For more information on the **winter parking ban** please go to the Town's website under NEWS or contact the DPW at 978-263-1600.
- Please contact John Fallon, of the Boxborough Historical Society, at 978-264-0069 if you wish to volunteer to bring something to the **Historical Society's Annual Pot Luck Supper** on March 24th.



BOARD OF SELECTMEN

Meeting Agenda

March 18, 2013

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Jodi Ross, Westford Town Manager regarding request to join the 495 regional Technology Center Economic Target Area, 7:05 PM
- b) DPW Director Tom Garmon to review proposed FY 14 Transfer Station fees and bulk disposal fees, 7:20 PM
- c) Matthew Frost, IT Systems Coordinator, to discuss plans for upgrade of cable equipment, 8:15 PM
- d) Recreation Commission, to discuss summer program and hiring guidelines, 8:30 PM
- e) Citizens concerns

4. PUBLIC HEARING ON PROPOSED GENERAL BYLAW CHANGES, 7:45 PM

- a) Personnel Plan and Schedule of Positions (A) and Schedule of Compensation (B)
- b) Finance Committee Bylaw
- c) Dog Control Bylaw
- d) Dog Licensing Bylaw

5. MINUTES

- | | |
|--|--------------|
| a) Regular session, February 25, 2013 | ACCEPT & POF |
| b) Regular session, March 4, 2013 | ACCEPT & POF |
| c) Executive session, March 4, 2013 | ACCEPT & POF |
| d) Executive session [BoS Contract Negotiating Team re: Dispatch], March 4, 2013 | ACCEPT & POF |
| e) Executive session [BoS Contract Negotiating Team re: Fire], March 5, 2013 | ACCEPT & POF |
| f) Executive session [BoS Contract Negotiating Team re: Police], March 5, 2013 | ACCEPT & POF |

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) FY 2014 Budget – continued review
- b) Annual/Special Town Meeting

8. NEW BUSINESS

- a) Job description for Media Production Technician
Move to approve the job description for the Media Production Technician as written... (as revised) VOTE:

- b) Request of the Acton Boxborough Cultural Council (ABCC) to serve wine at the ABCC's annual grant reception and to waive the fee
Move to authorize the Acton Boxborough Cultural Council to serve wine at its 2013 annual grant reception, being held at the Sargent Memorial Library on April 5, 2013, subject to the conditions specified on the application, and further, to waive the fee VOTE:

- c) Request of the Boxborough District Minuteman Company for licenses (and fee waivers) for Fifer's Day
Move to approve the application of the Boxborough District Minuteman Company for a one-day wine and malt beverages license, subject to receipt of adequate insurance coverage, and to approve a temporary common victualler's license for Fifer's Day Festival, to be held on June 15, 2013 (rain date June 16, 2013), at Flerra Field; further to waive the fees associated with these licenses and for the athletic field permit

VOTE:

9. CORRESPONDENCE

ACCEPT & POF

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

10. PRESS TIME

11. CONCERNS OF THE BOARD

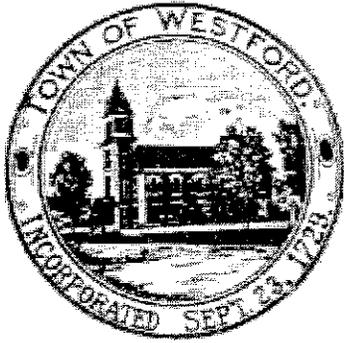
12. EXECUTIVE SESSION

- a) Strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601)
Move to adjourn to executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601 and to adjourn immediately thereafter

ROLL CALL
VOTE:

Chair shall state: "To conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board."

13. ADJOURN



3a

TOWN OF WESTFORD
ECONOMIC DEVELOPMENT COMMITTEE
TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

March 5, 2013

Board of Selectmen
29 Middle Road
Boxborough, MA 01719

Received
3-7-2013

Dear Honorable Board of Selectmen:

We are writing to request permission to appear at your Board of Selectmen's meeting on March 18, 2013, to discuss the possibility of Westford joining your 495 Regional Technology Center Economic Target Area (ETA), which includes the towns of Littleton and Boxborough.

Westford cannot qualify for an ETA designation alone, and as all three of our towns share a common interest in controlled development along the 495 corridor, attracting and retaining businesses that create a synergistic environment, we are hopeful you will agree to allowing us to join your ETA. Littleton, Boxborough and Westford already work together on regional transportation, growth district, and other issues, and we believe business development in one of our towns often has a spillover effect on our neighbors. As you know, many of our neighbors have established ETAs. Adding Westford to the existing Regional Technology Center ETA may give our corridor a competitive advantage, and will further advance our shared vision of beneficial growth, while preserving our individual town's unique characters.

On behalf of the Westford Board of Selectmen and the Economic Development Committee, thank you for your consideration.

Sincerely,

Jodi Ross
Town Manager
Economic Development Committee member

3b

For discussion
3/12/13

Selina S. Shaw

From: DPW [dpw@town.boxborough.ma.us]
Sent: Friday, March 01, 2013 2:12 PM
To: 'Raid Suleiman'; lesfox@comcast.net; Frank Powers; Robert Stemple; Vince Amoroso
Cc: Karim Raad on Gmail; Selina S. Shaw; 'Colleen Whitcomb'
Subject: Proposed Bulk Item Fee Information

Hello,

We have been asked to forward some information having to do with the proposed implementation of bulk item fees at the transfer station. I have attached:

Operating costs for FY12
Comparison rates of other towns
Proposed fees
Explanation of the voucher process
Sample voucher

Please review and let us know of any further information you would like. This is preliminary information, and we're sure to work out some details as the process goes forward. I believe this is intended to be on the agenda on March 18th.

Also, attached is the FY14 Sticker application for your approval.

Regards,
Vicki Franz
Dept. Assistant, DPW
Town of Boxborough
978-263-1600
dpw@town.boxborough.ma.us

TRANSFER STATION COSTS OF OPERATION FY12

LABOR COSTS FOR FY12

EMPLOYEES	PAY RATE	HRS	TOTALS	
BO	\$22.79	832	\$18,961.28	52 weeks @2 days/week@ \$22.79
LARRY	\$20.35	832	\$16,931.20	52 weeks @2 days/week@ \$20.35
COVERAGE VACA	\$34.19	128	\$4,376.32	8 weeks @2day/week@ \$34.19
COVERAGE PERSONAL	\$34.19	48	\$1,641.12	6 days 48hrs @ \$34.19
TOTAL LABOR			\$41,909.92	

ACTUAL OPERATING COSTS FOR FY12

ELECTRIC	740.44		
PHONE	383.45		
TS MAINT	1,518.40		
TRUCKING	74,406.00		
TIPPING	73,101.79		
CRT'S	3,858.81		
PRINT STICKERS	549.00		
TOTAL OPERATING	154,557.89	Total	\$196,467.81

STICKER Revenue FY12	\$122,540.00
Deficit	\$73,927.81

LABOR COSTS FOR FY13

EMPLOYEES	PAY RATE	HRS		
BO	\$23.14	832	\$19,252.48	52 weeks @2 days/week@ \$23.14
LARRY	\$20.65	832	\$17,180.80	52 weeks @2 days/week@ \$20.65
COVERAGE	\$34.71	128	\$4,442.88	8 weeks @2day/week@ \$34.71
	\$34.71	48	\$1,666.08	48 hrs @ \$34.71
			\$42,542.24	

ACTUAL OPERATING COSTS FOR FY13

ELECTRIC	740.44		
PHONE	383.45		
TS MAINT	1,518.40		
TRUCKING	74,406.00		
TIPPING	73,101.79		
CRT'S	4,347.45		
PRINT STICKERS	549.00		
TOTAL OPERATING	155,046.53	Total	\$197,588.77

STICKER Revenue FY13

????

Deficit

	ACTON	AYER	BOLTON	HARVARD	LITTLETON	BOXBOROUGH
STICKER FEES	200.00	70.00	no	235.00	100.00	150.00
2nd sticker	30.00	15.00	no	free	50.00	50.00
Seniors	55.00	40.00	no	25.00	30.00	n/c
	stickers	bags	stickers		bags	stickers
		payt	payt		payt	
How to Purchase	TS	DPW/MAIL	TS/ TH	TH /MAIL	TS	TH
BULK ITEMS	coupons	tags	fees	punch cards	fees	
						proposed
Appliances, no freon dishwasher, stove, dryer	15.00	15.00	no	20.00-85.00* truck	12.00	15.00
Batteries	HWD	5.00	3.00	n/c	HW	5.00
CRT's tv's, comps, monitors	HWD	10.00-15.00	10.00-25.00	15.00	18.00	15.00 over 27" 25.00
Freon items fridge, freezer a/c's	25.00	15.00	25.00	15.00	22.00	25.00
Furniture upholstered	5.00-15.00	5.00-15.00	25.00	10.00	15.00	25.00
Mattresses	15.00	10.00	25.00	10.00	15.00	25.00
Misc Electronics, dvd, vcr	no	no	5.00-10.00	no	no	5.00
Propane tanks	HWD	5.00	5.00	5.00	14.00	5.00
Rugs	20.00	5.00	10.00-15.00	20.00-45.00* truck		5.00-15.00 50.00 truck*
Tires no rims	5.00	5.00	3.00	3.00	5.00	not accepted

* denotes truck fees, half/full



DEPARTMENT OF PUBLIC WORKS
577 Massachusetts Avenue, Boxborough, Massachusetts 01719
(978) 263-1600
www.town.boxborough.ma.us

\$5 Items

Automotive Batteries
Copiers
DVD/CD players
Fax Machines
Propane Tanks
Radios
Rugs 6' x 6' or less
VCR's

\$15 Items

Air Conditioners
Computer Monitors
Computer Towers/ Laptops
Clothes Dryers
Dehumidifiers
Dishwashers
Microwaves
Rugs over 6' x 6', but not truckload
Stoves
Televisions up to 27"
Washing Machines

\$25 Items

Box Springs
Freezers
Mattresses
Pool Liners/Covers
Refrigerators
Televisions over 27"
Upholstered Furniture
Water Heaters/Tanks

\$50 Items

Rugs Truckload



DEPARTMENT OF PUBLIC WORKS

577 Massachusetts Avenue, Boxborough, Massachusetts 01719

(978) 263-1600

www.town.boxborough.ma.us

In an effort to defray the rising costs of trucking and disposal fees, we are suggesting that we implement bulk item fees in addition to sticker fees at the transfer station. This is a widely accepted practice that has been in place in neighboring towns for a minimum of five years.

In FY12, the Town paid a total of \$151,366 in trucking and disposal fees. 1601 tons of waste and recycling were collected. Of this number, 230 tons were bulk items.

This includes amongst other things; TV's, computers, printers, mattresses, furniture, stoves, dishwashers, microwave ovens, washers/dryers, rugs, lawn furniture, wood, metal, bicycles, rigid plastics, skis, window treatments, and various items from household cleanouts.

The disposal cost of these items alone was \$35,357.

We suggest using a voucher system as described below:

Vouchers would be sold at TH and through the mail.

No vouchers will be sold at the TS.

Resident must have a Transfer Station sticker in order to purchase bulk items vouchers.

No charge for seniors.

Vouchers would be ~3"x5" and come in \$5, \$15, \$25, and \$50 denominations in different colors for each amount.

Each voucher would list the items that fall under that amount.

Name, sticker #, date and form of payment, would be written on voucher at time of purchase.

Voucher will be presented at TS at time of drop off.

Attendant will indicate on the voucher which item is being dropped off.

Vouchers would be turned in to DPW for tracking purposes.

We would like to see this new program put into place and would like to hear your comments, concerns and questions. We understand that the plan is to have all concerns addressed prior to your BOS meeting on March 18, when the subject of implementing bulk fees will be on the agenda.

Thank you!

Thomas Garmon
Director of Public Works
Town of Boxborough

\$5 Bulk Item Voucher

Town of
Boxborough

Good for:

Auto Battery, Copier, DVD/CD Player, Fax
Propane Tank, Radio, Rug 6'x6' or under, VCR

Name _____ Sticker # _____

Date _____ Paid by ck # _____ Cash _____

\$15 Bulk Item Voucher

Town of
Boxborough

Good for:

Air Conditioner, Computer Monitor, Computer
Tower/Laptop, Dryer Dehumidifier, Dishwasher,
Microwave, Rug over 6' x6', Stove, TV up to 27",
Washer

Name _____ Sticker # _____

Date _____ Paid by ck # _____ Cash _____

\$25 Bulk Item Voucher

Town of
Boxborough

Good for:

Box Spring, Freezer, Mattress, Pool Liner/Cover,
Refrigerator, TV over 27", Upholstered Furniture, Water
Heater/Tank

Name _____ Sticker # _____

Date _____ Paid by ck # _____ Cash _____



TOWN OF BOXBOROUGH

29 Middle Road

Boxborough, MA 01719

DPW 978-263-1600 • Transfer Station 978-263-3578

Town Hall 978-263-1116

Application for Transfer Station Sticker

FY14 Transfer Station Sticker Prices are as follows:

- Purchased between April 2, 2013 and July 31, 2013 - \$150 for the 1st vehicle & \$50 for the 2nd vehicle
- Purchased between August 1, 2013 and December 31, 2013- \$180 for 1st vehicle & \$80 for 2nd vehicle
- Residents 65 or older by July 1, 2013 are entitled to two stickers at no charge
- 1st Time Buyers: Purchased between August 1, 2013 and December 31, 2013 - \$150 for the 1st vehicle & \$50 for the 2nd vehicle.
- Purchased between January 1, 2014– March 31, 2014- \$75
- Purchased between April 1, 2014 – June 30, 2014 - \$37.50
- Vehicles must be registered to a residential address in the Town of Boxborough - two stickers per household
- Stickers will be affixed to your vehicle by a town employee or designee at the Transfer Station
- Payment in cash or check may be made at the Town Hall during regular business hours beginning April 2nd but stickers will not be available at the Transfer Station until July 3, 2013.
- Checks should be made payable to “Town of Boxborough”.

STICKERS MAY ONLY BE PURCHASED AT TOWN HALL

Please complete the following:

		CONTACT NUMBER _____	
	Vehicle #1		Vehicle #2
Name _____		Name _____	
Res. Address _____		Res. Address _____	
	Boxborough, MA 01719		Boxborough, MA 01719
Year of Vehicle _____		Year of Vehicle _____	
Make/Model _____		Make/Model _____	
Color _____		Color _____	
Registration/Plate No. _____ State _____		Registration/Plate No. _____ State _____	

****Registration/plate number(s) are required****

Check sticker(s) requested:

- FY 2014 sticker \$150 1st sticker; 2nd sticker \$50 (April 2, 2013 thru July 31, 2013)
- FY 2014 sticker \$180 1st sticker; 2nd sticker \$80 (August 1, 2013 thru Dec 31, 2013)
- Senior Citizen (65 or older by July 1, 2013) 1st & 2nd stickers No charge
- 1st Time Buyer \$150 1st sticker; 2nd sticker \$50 (August 1, 2013 thru December 31, 2013)
- Prorated \$75 (Jan 1 – March 31, 2014) – 2nd sticker \$25
- Prorated \$37.50 (April 1 – June 30, 2014) – 2nd sticker \$25

Sticker #s Issued	OFFICIAL USE ONLY
Vehicle #1 _____	<input type="checkbox"/> Check # _____
Vehicle #2 _____	<input type="checkbox"/> Cash _____
Date Sticker was issued _____	<input type="checkbox"/> Senior Citizen, No Charge
	Total Amount Received \$ _____
	Date Received _____

3c

INFORMATION TECHNOLOGY MEMORANDUM

TO: SELINA SHAW
FROM: MATT FROST
SUBJECT: GOVERNMENT CHANNEL TROUBLES AND UPGRADES
DATE: MARCH 4, 2013
CC: BOARD OF SELECTMEN

On the morning of March 4, 2013 I turned on the broadcast monitoring equipment to check the status of the Town of Boxborough's Government Channel as I often do. I found that a severe video "roll" had developed over the weekend.

Through troubleshooting I have been able to determine that the problem is originating in our video recording, playback and messaging system. This system has been the source of many failures over the past 2-3 years including a corrupted copy of Microsoft Office, intermittent issues due to .Net security updates, a failed Video Card and Scan Controller, as well as daily general errors. It is also worth noting that the BitCom member who wrote the software which controls this system has resigned, which raises a long-term support question.

Combined with problems which have been experienced in other parts of our broadcast system (such an issue with our Switcher failing to operate output 1 after power is lost and returned) I feel it is best to consider upgrading our current head end infrastructure in the very near future to address all of our issues.

As part of a comprehensive project I was working on prior to the phone system I had recommended the installation of a Leightronix Ultra-Nexus system. The Ultra-Nexus system is used by dozens of Government cable stations in Massachusetts including Acton and Tyngsborough. I have provided 2 copies of that DRAFT document tonight for review, as I feel that moving forward with section 1 of "Proposed Changes to the Broadcast and IT Office" within the next few weeks is our best course of action.

Please keep in mind that the document provided is a draft document which is approximately 1 year out of date. Many of the recommendations for specific hardware (outside of the Leightronix Solution) listed in this document are no longer current due to the amount of time that this project has been sidelined. I will be working to update this document in the coming weeks as time allows.

List price for the Leightronix Equipment needed is 22,283.

-Matt Frost
Information Systems Coordinator

Project Proposal

For

Upgrades to the Town of Boxborough's
Cable Broadcasting and IT Infrastructure

Prepared for: BitCom
Selina Shaw, Town Administrator
Board of Selectmen

Prepared by: Matt Frost, Information Systems Coordinator

The town of Boxborough is in need of improvements to its current Cable Broadcasting and IT Office. Improvements necessary include;

- 1) The modification of the Broadcast/IT office to allow more effective use of space and broadcast control center
- 2) The creation of a "Broadcast Suite" in the grange room for higher quality meeting coverage
- 3) Broadcast server upgrades to automation and efficiency of IT and Cable workers.

Performing these upgrades will result in higher quality video and IT services town wide with additional labor savings on meeting broadcasts and station maintenance.

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Summary

Objective

The Cable Broadcast and IT office is currently located in the rear of the Grange Meeting Room. Currently this room serves several purposes. The IT and Cable Broadcasting office houses all of the Town Hall's IT infrastructure, and serves as a work space for the IT Technician. The IT and cable broadcast office also houses the head end cable broadcast equipment, and serves as a control center for town cable TV operations.

For the town to move forward with a "Broadcast Suite" in the grange meeting room, changes must be made to the Cable Broadcasting and IT office to allow for more efficient use of the space, and to address current shortcomings of the space in regards to security, space usage, HVAC, and access control.

DRAFT

Limitations of Current Broadcast and IT Office

The current Cable Broadcast and IT office currently fails to meet many of the Town's Needs.

The Cable Broadcast and IT Office layout and 2 door design does not facilitate effective use of space. There is very little room for storage of "In transition" computer equipment or broadcast equipment. Many square feet of storage space are wasted in order to provide access to the rear of the Broadcast Rack. The server rack has no rear access resulting in mismanaged cables. It appears that the fiber panels, and other interface hardware was installed without a clear future vision, as 3 out of the 4 walls in the room have equipment mounted to them.

In addition to the current lack of space, the ambient noise level is prohibitive to the creation of a "Broadcast Suite" and a comfortable workplace. Networking and server hardware are not designed to be installed in an active office or work place. The fans in all of the equipment create a continuous drone which makes use of the video equipment and telephone difficult. This problem is more pronounced on extremely hot days when the equipment increases fan speeds to compensate for heat and load.

The Cable and IT office is lacking independent HVAC control. Currently the office is cooled by an in-window AC unit which runs continuously for approximately 9 months of the year. The AC unit struggles especially in late fall and early spring "transition" months, when the temperature exceeds 40-50F during the days and drops at night. This causes the AC unit to "freeze up" leading to a wild swing in temperature in the Cable Broadcast and IT office. This problem is aggravated when the buildings heat runs on cool mornings when the AC is frozen up as the office has a heat register which is controlled off of a thermostat in another room.

Security is another concern in the Cable Broadcast and IT office. Currently both servers are located on a shelf in the Server Rack. Any person who has access to the Cable Broadcasting and IT office has physical access to both town servers, and is capable of trying to gain access to them, rebooting them or stealing small attached devices (such as USB backup drives etc.). This rack also houses the town hall networking equipment, which is capable of being tampered with. It does not take a stretch of the imagination to realize that the in-window air conditioner is a security risk as well. The AC unit could be pushed out of the window to gain unauthorized access to the office and town hall, resulting in theft of data, computer hardware or broadcast equipment.

Proposed Changes to the Broadcast and IT Office

In order to resolve the issues outlined and move towards a semi-permanent broadcast suite in the Grange Meeting Room the following changes are proposed.

- 1) Begin laying the groundwork for a "Broadcast Suite".

The equipment needed to create a function broadcast suite can be purchased in waves. The most logical way to move forward with this project is to upgrade the current head end switcher, playback and record system, storage, and scheduler with the Leightronix UltraNexus .

- 2) Re-Model existing Broadcast and IT office. (See Diagrams)

Re-Modeling the existing Broadcast and IT office will allow more effective use of space. The most effective use of space would be to remove the 2nd door (currently blocked by a table and computer) and replace it with a double sided closet. This new layout would allow access to both the front and rear of both racks without sacrificing floor space to a seldom used walkway for access. Moving the equipment racks in to a dedicated "Equipment Closet" which is part of the Broadcast and IT office will also solve current concerns over physical security and noise level.

- 3) Investigate HVAC solutions.

A solution for wild temperature swings in the Broadcast and IT office needs to be found. Considering the fact that on some days both the heat and air conditioning run simultaneously there is a good possibility that an energy savings could be found.

- 4) Install additional equipment for enhanced meeting coverage.

Once the head end upgrades are completed a control station can be set up in the Broadcast and IT office complete with 3 remote cameras, live video switcher and audio mixer. A complete equipment list and final connection diagram for both the "Head End" and "Broadcast Suite" are included.

- 5) Provide aesthetic and Audio-Visual upgrades to the Grange Meeting Room

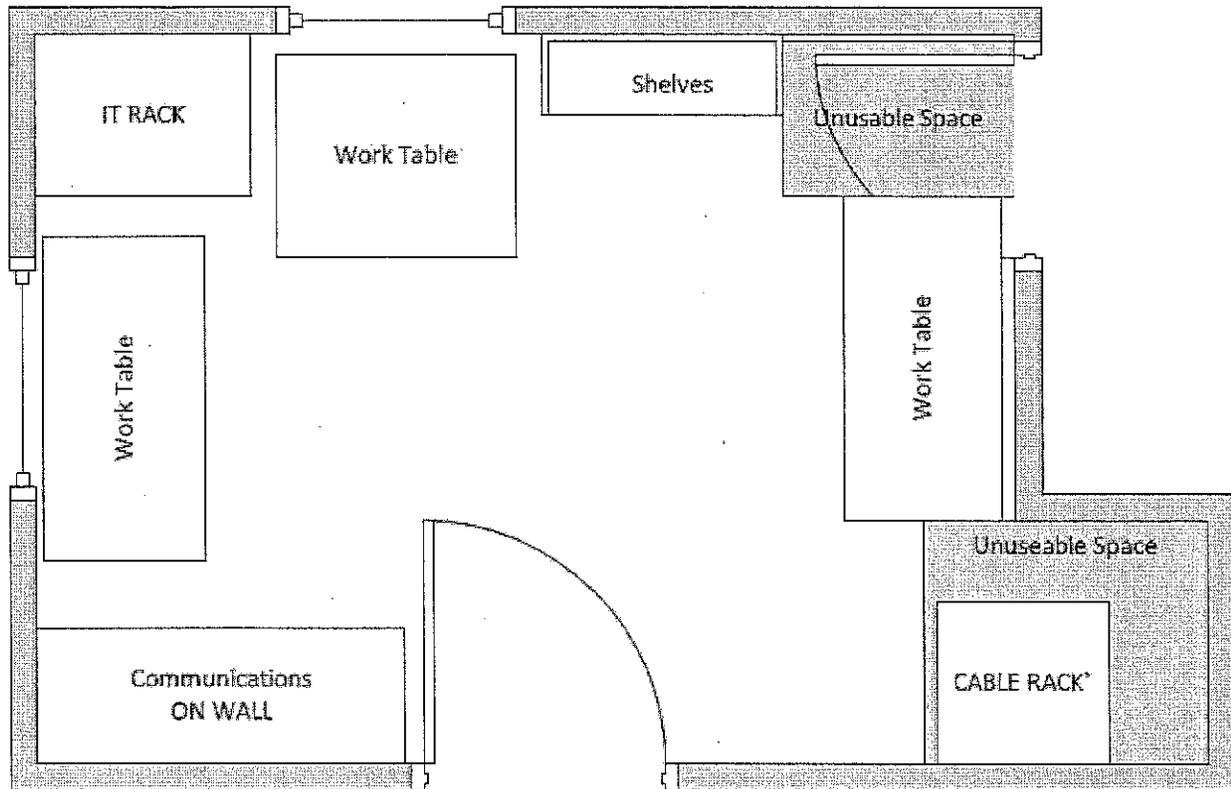
Upgrades to the Grange Meeting Room include consolidating existing furniture, finding new storage space for equipment currently housed in the Grange Meeting Room.

Equipment and Layout

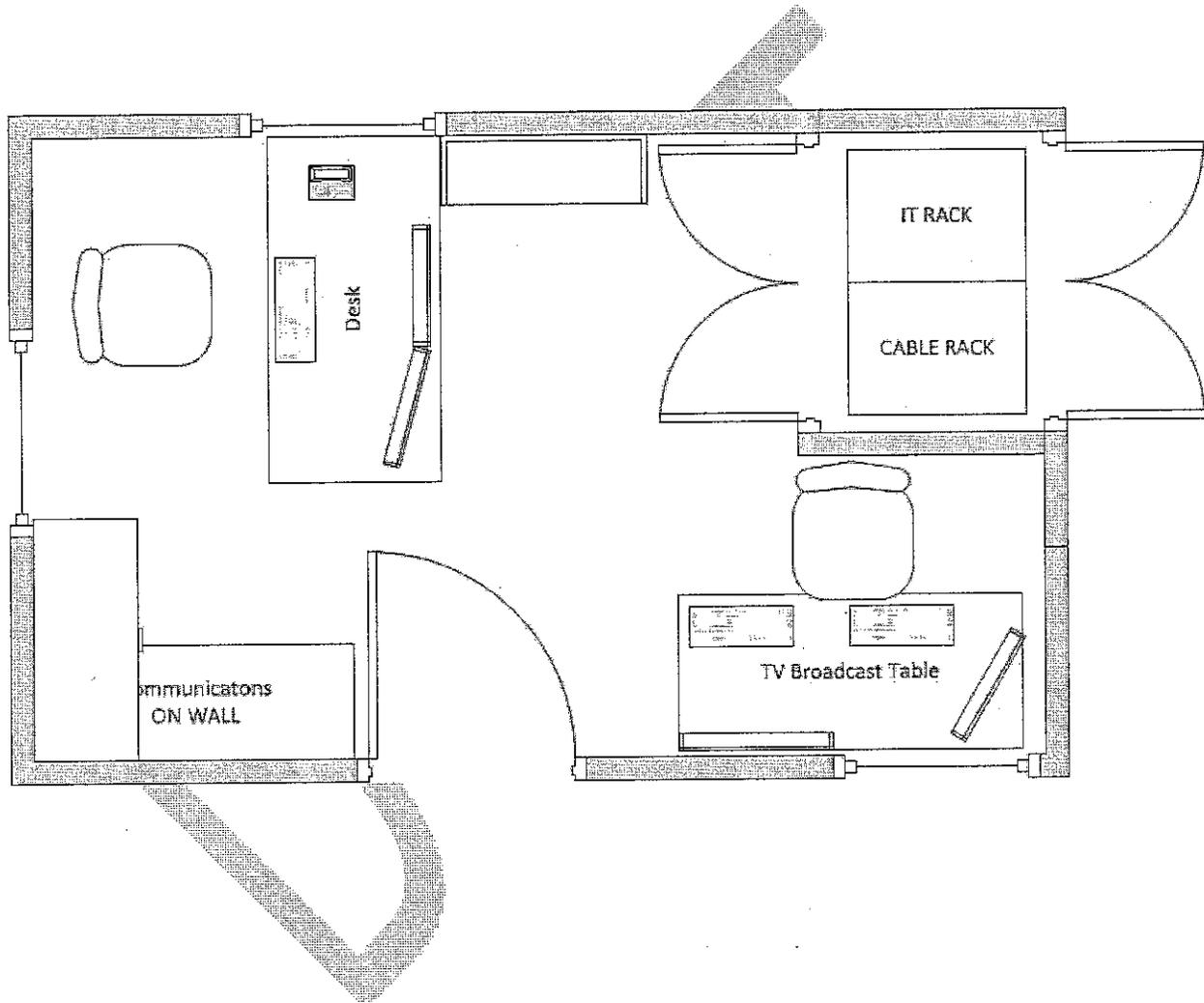
Current Equipment in Broadcast and IT Office

- 1) Broadcast Rack inclusive of
 - a. Video Monitor (in need of replacement – burned screen)
 - b. Video Switcher (in need of replacement – drops output 2 on power loss)
 - c. VHS Deck (Not useable – no central event timer)
 - d. DVD Deck 1 & 2 (Not usable – no central event timer)
 - e. Comcast Modulator
 - f. Comcast Fiber Transceiver
 - g. Audio Splitter
 - h. Magic Box Aavelin (No longer used)
 - i. Comcast DTA
 - j. Verizon Cable Box
- 2) Cable Work Table inclusive of
 - a. BGC-PC w/ 19" LCD, Keyboard, Mouse, Scan Converter
 - b. Record-PC w/ 17" CRT, Keyboard, Mouse, USB Drives
 - c. Hauppauge Win TV USB record interface
 - d. Switcher serial control interface
- 3) IT rack inclusive of
 - a. Cisco Firewall
 - b. Cisco WAN/Town Hall switch
 - c. Luther Server
 - d. Server2k Server
 - e. 2 APC UPSs
- 4) IT Work Table inclusive of
 - a. Monitor for Server2k w/ Keyboard, Mouse
 - b. Monitor for Luther w/ Keyboard Mouse

Current Office Layout

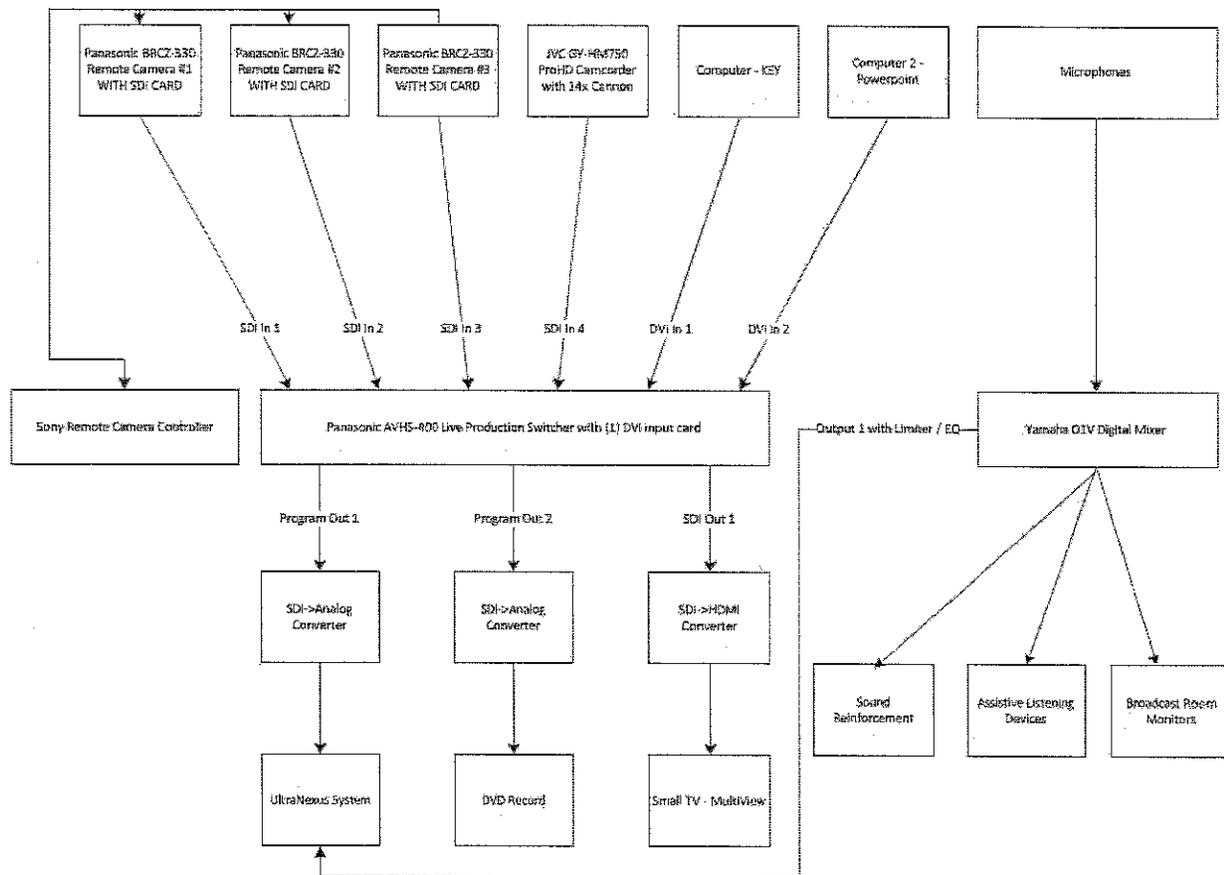


Proposed Office Layout

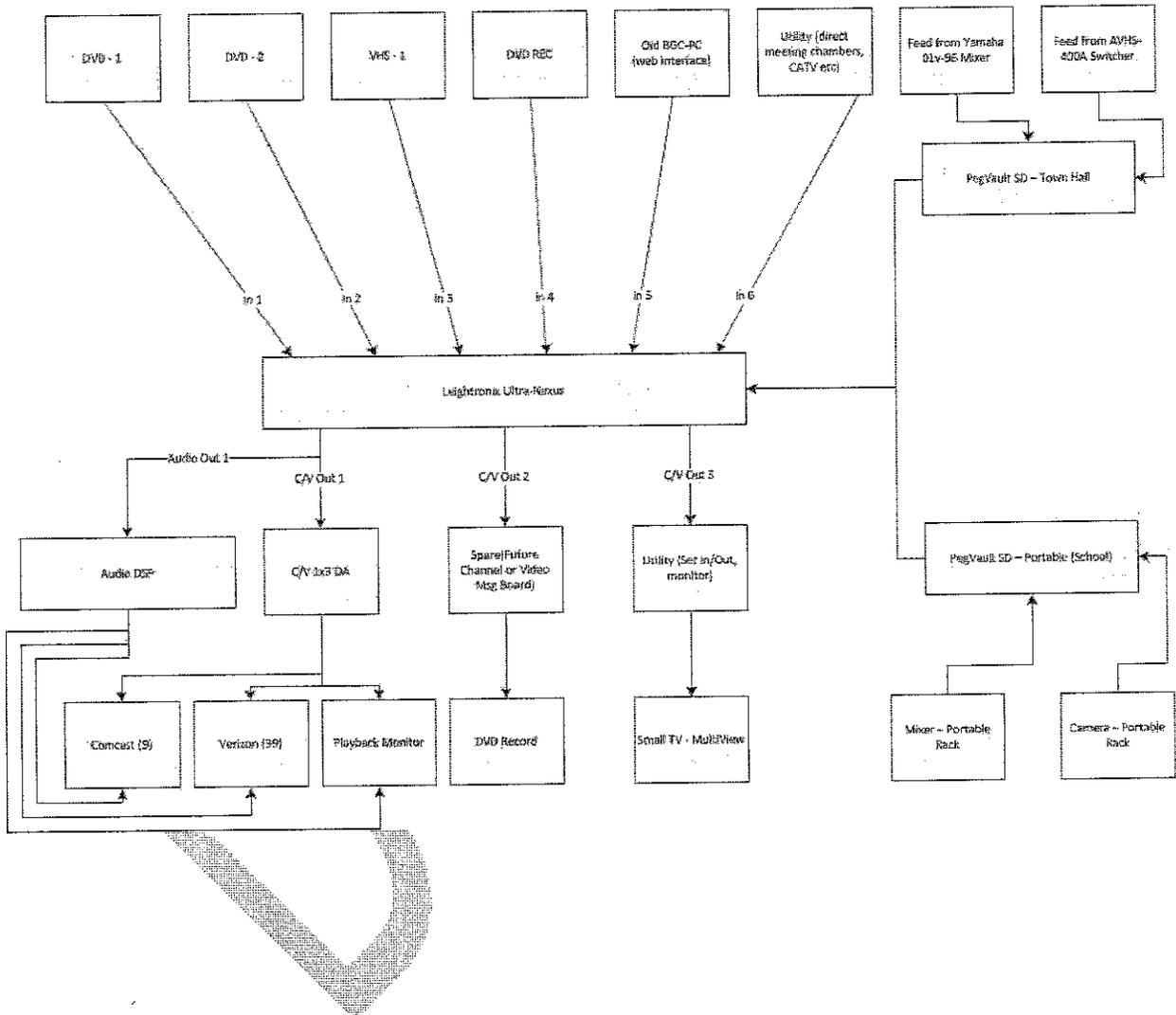


Wiring Diagrams

Audio / Video Switching



Head End Video Server



Equipment Breakdown

Cameras	List Price	Quantity	Total
Sony EVI-HD1 Camera	3149.95	3	9449.85
Category Total			9449.85

Camera Accessories	List Price	Quantity	Total
Soney EVI-HD1 Wall Bracket	108	3	324
Sony Remote Camera Controller	1349	1	1349
Category Total			1673

Switching	List Price	Quantity	Total
Panasonic AV-HS400A Compact Live Multi-Format SD/HD-SDI Switcher	10300	1	10300
DVI Input Card	1784	1	1784
Blackmagic Design MINI CONVERTER H/DUTY - ANALOG to SDI	395	1	395
Blackmagic Design MINI CONVERTER H/DUTY - SDI to ANALOG	395	2	790
Blackmagic Design MINI CONVERTER H/DUTY - HDMI to SDI	395	1	395
Blackmagic Design MINI CONVERTER H/DUTY - SDI to HDMI	395	1	395
Preview/Program Monitor (LG/Samsung LED 32" 1080P TV)	400	1	400
Category Total			14459

Cables	List Price	Quantity	Total
6' BNC	2.07	10	20.7
25' BNC	5.43	2	10.86
50' BNC	8.16	5	40.8
100' BNC	13.21	5	66.05
50' Camera Control Cable	75	4	300
100' Camera Control Cable	120	4	480
Audio Cables / Interconnects / Adaptors	400	1	400
Video Cables/ Interconnects / Adaptors	400	1	400
Category Total			1718.41

Microphones	List Price	Quantity	Total
Shure H5/SM58 Kit	599	2	1198
Shure 18" gooseneck Microphone	250	8	2000
Category Total			2000

Audio Processing	List Price	Quantity	Total
Yamaha 01V-96 Digital Mixer	2399	1	2399
Category Total			2399

Video Server	List Price	Quantity	Total
Ultra Nexus		1	11,495
PegVault SD		2	3,995
RAID System		1	1,799
Output Audio Processor		1	999
			22,283
Grand Total			66941.26

Notes

- 1) List pricing was used for all equipment. It appears a ~20% government discount is normal across all categories' except cables. I would expect equipment costs to be closer to \$54,000 after discounts.
- 2) The cost for office remodel, floor cabling and HVAC upgrades is not included in this proposal.
- 3) This proposal assumes that all aspects of the proposal will be completed. Changes to the overall scope will force revisions.
- 4) This proposal includes all needed equipment to dedicate the current portable setup for use at the school, library or other locations with WAN access.
- 5) Video cameras, processing and switchers selected are Digital, and transmit video via SDI. This will reduce the likelihood of video artifacts or interference. (Resulting in a need for operators with less detailed video troubleshooting knowledge)
- 6) The connection diagrams show provisions for optional future additions such as;
 - a. Addition of digital (SDI) hand held camera.
 - b. Addition of Sound Reinforcement in Grange Meeting Room.
 - c. Addition of assistive listening devices in Grange Meeting Room.

Personnel Plan and Schedules A & B
Finance Committee Bylaw
Dog Control Bylaw
Dog Licensing Bylaw

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN
PUBLIC HEARING
PROPOSED REVISIONS TO GENERAL BYLAWS**

The Board of Selectmen will hold a public hearing on Monday, March 18, 2013 at 7:45 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to: 1) the Personnel Plan and Schedules A & B; 2) the Finance Committee Bylaw; 3) the Dog Control Bylaw and 4) the Dog Licensing Bylaw. The proposed revisions will be available for review on the Town's website at www.town.boxborough.ma.us or on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Board of Selectmen

Personnel Plan and Schedules
A & B
Finance Committee Bylaw
Dog Control Bylaw
Dog Licensing Bylaw

**LEGAL NOTICE
BOXBOROUGH BOARD OF
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All are welcome to attend.

Per Order
Board of Selectmen

AD# 12904155
Beacon Acton 3/7

**Proposed Changes to Personnel Plan
FY 2014**

ARTICLE VI. THE PAY PLAN

Section 7. Merit Salary Adjustments

Existing language:

Existing employees will move from Step to Step each July 1, if they have achieved overall performance rating of "meets requirements" or better.

New employees hired before January 1, move to the next step on the following July 1, if they have achieved an overall performance rating of "meets requirements" or better. New employees hired after January 1, move to the next step on the July 1, after completing a full year of employment and achieving an overall performance rating of "meets requirements" or better.

Proposed language:

On an annual basis, the Board of Selectmen, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the personnel plan. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "meets requirements" or better will be advanced to the next step within their job classification on the following July 1. New employees who were hired before January 1 who have achieved an overall performance rating of "meets requirements" or better will also be advanced to the next step within their job classification on the following July 1. New employees who were hired after January 1 who have achieved an overall performance rating of "meets requirements" or better will move to the next step within their job classification on the July 1 that follows the employee's completion of a full year of employment.

The proposed change will provide more flexibility to the Board of Selectmen and Personnel Board and will allow the freezing of employees covered by the town's personnel plan in their current steps, if so determined necessary in any given fiscal year. The proposed change also clarifies the meaning of existing vs. new employee, as well as makes clear that once an employee reaches the maximum step within his/her classification, then he/she essentially stays there and does not move to the steps that are in the next highest job classification.

ARTICLE VIII. OTHER FORMS OF PAY

Add a new section 2 and re-number subsequent sections

Section 2. Detail Pay

1. Town Details. A Special Police Officer working a town detail will be compensated at one and a half (1.5) times the hourly rate established for Special Police Officer under Schedule B.
2. Private Details. A Special Police Officer or Per Diem Firefighter/EMT working a private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour to hour basis at the rate of sixty-seven dollars and fifty cents (\$67.50) per hour for those hours in excess of eight (8) hours. All private details shall be billed to the contractor.

The proposed language for detail pay will legitimize the practice of paying a different rate for in-town and private details performed by Special Police Officers and Per Diem Firefighters/EMT's.

Schedule A Classifications of Positions

Add a new position of Media Production Technician to the Intermittent Schedule

Respectively re-name the Intermittent Schedule positions of Dog Officer and Assistant Dog Officer to Animal Control Officer - Dogs & Cats and Assistant Animal Control Officer - Dogs & Cats.

Re-name the Intermittent Schedule position of Animal Control Officer to Animal Control Officer – Other.

Schedule B Compensation of Positions

Add a 2% wage adjustment factor (COLA) to all positions on Schedule B except for the following positions which will remain at the same level as in FY 13:

- Registrar Chairperson
- Clerk of Elections
- Election Worker
- Registrar Member
- Seasonal Conservation Worker
- Fence Viewer
- Field Driver
- Director of Summer Playground
- Director of Gymnastics
- Director of Winter Programs
- Lead Counselor
- Counselor
- Counselor-in-Training
- Intern (Town Hall)
- Library Page
- Junior Library Page

Add wages for Media Production Technician @ \$12.50/hour

FY 2014 Classification of Positions – Schedule A

REGULAR FULL-TIME SCHEDULE

Exempt Employees

Accountant
Assessor
Inspector of Buildings/ Code Administration Officer
Planner
Treasurer
Information Systems Coordinator

Non-Exempt Employees

Secretary
Department Assistant
DPW Foreman
DPW Worker
DPW Semi-skilled Worker
Building & Grounds Maintenance Worker

REGULAR REDUCED HOURS

SCHEDULE

COA Coordinator
Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
DPW Worker
Inspector of Buildings/ Code Administration Officer

REGULAR PART-TIME SCHEDULE

Secretary
Department Assistant
Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
Transfer Station Operator I
Conservation Agent
Van Dispatcher
IT Support Technician

PER DIEM SCHEDULE

Fire Lieutenant/EMT
Call Firefighter/EMT
Call Firefighter
Special Police Officer
Dispatcher

INTERMITTENT SCHEDULE

Cemetery Superintendent
Cemetery Laborer
Registrar Chairperson
Clerk of Elections
Election Worker
Registrar Member
Veterans' Agent
Call Fire Chief
Deputy Fire Chief
Fire Captain
Fire Lieutenant
Call Firefighter/EMT
Fire Department Chaplain
Call Building Inspector
Special Police Officer
Lock-up Attendant
Dispatcher
Seasonal Maintenance Worker
Snow Plower
Seasonal Conservation Worker
Assistant Building Inspector
Wiring Inspector
Plumbing and Gas Inspector
~~Dog Officer Animal Control Officer – Dogs & Cats~~
~~Assistant Dog Officer Asst. Animal Control Officer –~~
~~Dogs & Cats~~
Animal Control Officer – Other
Animal Inspector
Fence Viewer
Field Driver
Director of Summer Playground
Director of Gymnastics
Director of Winter Programs
Lead Counselor
Counselor
Counselor-in-Training
Intern (Town Hall)
Library Page
Junior Library Page
Van Driver
~~Media Production Technician~~

FY 2014 Classification of Positions – Schedule A

The following information is not part of Schedule A and is placed here for informational purposes only. These positions are elected, or pay is set by bargaining unit or personal contract.

DEPARTMENT HEADS

*DPW Director
Fire Chief
Library Director
Police Chief
Town Administrator*

UNION EMPLOYEES

*Police Sergeant
Police Officer (StepA1/A1)
Firefighter/EMT
Dispatch Supervisor
Dispatcher*

ELECTED POSITIONS

*Selectman
Board of Health Member
Planning Board Member
Library Trustee
Moderator
Constable
Tax Collector
Town Clerk*

Proposed FY 2014 Compensation of Positions - Schedule B

<u>Position Title</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>	<u>G Plus</u>
<u>Salaried (Exempt) Employees</u>								
Grade 60	\$ 56,752.18	\$ 58,738.50	\$ 60,794.35	\$ 62,922.15	\$ 65,124.43	\$ 67,403.78	\$ 69,762.92	\$ 70,809.36
Information Systems Coordinator								
Inspector of Buildings/Code Administration Officer								
Town Accountant								
Town Assessor								
Town Planner								
Town Treasurer								
Grade 50	\$ 49,349.67	\$ 51,076.91	\$ 52,864.60	\$ 54,714.86	\$ 56,629.88	\$ 58,611.93	\$ 60,663.35	\$ 61,573.30
Grade 40	\$ 44,059.83	\$ 45,601.92	\$ 47,197.99	\$ 48,849.92	\$ 50,559.67	\$ 52,329.25	\$ 54,160.78	\$ 54,973.19
Grade 30	\$ 39,342.68	\$ 40,719.67	\$ 42,144.86	\$ 43,619.93	\$ 45,146.62	\$ 46,726.76	\$ 48,362.19	\$ 49,087.63
Grade 20	\$ 35,123.91	\$ 36,353.25	\$ 37,625.61	\$ 38,942.51	\$ 40,305.50	\$ 41,716.19	\$ 43,176.26	\$ 43,823.90
Grade 10	\$ 31,936.90	\$ 33,054.70	\$ 34,211.61	\$ 35,409.02	\$ 36,648.33	\$ 37,931.02	\$ 39,258.61	\$ 39,847.49
<u>Hourly (Non-Exempt) Employees</u>								
Grade 60	\$ 27.27	\$ 28.23	\$ 29.22	\$ 30.24	\$ 31.30	\$ 32.39	\$ 33.53	\$ 34.03
Grade 50	\$ 23.74	\$ 24.57	\$ 25.43	\$ 26.32	\$ 27.24	\$ 28.19	\$ 29.18	\$ 29.61
Council on Aging Coordinator								
DPW Foreman								
Grade 40	\$ 21.19	\$ 21.93	\$ 22.69	\$ 23.49	\$ 24.31	\$ 25.16	\$ 26.04	\$ 26.43
Youth Services Librarian								
Conservation Agent								
Grade 30	\$ 18.91	\$ 19.57	\$ 20.26	\$ 20.97	\$ 21.70	\$ 22.46	\$ 23.25	\$ 23.59
DPW Worker								
Department Assistant								
IT Support Technician								
Technical Services Librarian								
Grade 20	\$ 16.88	\$ 17.47	\$ 18.08	\$ 18.72	\$ 19.37	\$ 20.05	\$ 20.75	\$ 21.06
Bldg. & Grounds Maint. Worker								
DPW Semi-Skilled Worker								
Transfer Station Operator I								
Senior Library Assistant								
Grade 10	\$ 15.36	\$ 15.90	\$ 16.46	\$ 17.03	\$ 17.63	\$ 18.24	\$ 18.88	\$ 19.17
Library Assistant								
Secretary								
Van Dispatcher								

Per Diem Schedule (No Steps)

Fire Lieutenant/EMT	\$	18.31
Call Fighter/EMT	\$	16.63
Call Firefighter	\$	16.63
Special Police Officer	\$	16.63
Dispatcher	\$	16.63

Intermittent Schedule (No Steps)

Cemetery Superintendent	\$	8,732.32	annually
Cemetery Laborer	\$	10.95	
Registrar Chairperson	\$	900.34	annually
Clerk of Elections	\$	11.43	
Election Worker	\$	10.17	
Registrar Member	\$	270.12	annually
Veterans' Agent	\$	15.46	
Call Fire Chief	\$	42.90	
Deputy Fire Chief	\$	20.11	
Fire Captain	\$	19.21	
Fire Lieutenant	\$	18.32	
Call Firefighter/EMT	\$	16.63	
Fire Department Chaplain	\$	16.63	
Call Building Inspector	\$	42.90	
Special Police Officer	\$	16.63	
Lock-up Attendant	\$	14.88	
Dispatcher	\$	16.63	
Seasonal Maintenance Worker	\$	13.57	
Snow Plower	\$	21.50	
Seasonal Conservation Worker	\$	12.46	
Assistant Building Inspector	\$	26.45	
Wiring Inspector	fees	\$50,000 cap/yr	(Selectmen & FinCom may modify if required)*
Plumbing and Gas Inspector	fees	\$15,000 cap/yr	(Selectmen & FinCom may modify if required)*
Animal Control Officer - Dogs & Cats	\$	11,006.26	annually
Asst. Animal Control Officer - Dogs & C	\$	10.77	4 hour call min
Animal Control Officer - Other	\$	2,681.02	annually
Animal Inspector	\$	987.74	annually
Fence Viewer	\$	40.00	annually
Field Driver	\$	45.00	annually
Director of Summer Playground	\$	18.79	
Director of Gymnastics	\$	18.10	
Director of Winter Programs	\$	18.10	
<u>Intermittent Schedule (No Steps) (continued)</u>			
Lead Counselor	\$	12.50	
Counselor	\$	9.25	

Counselor-in-Training	min wage	[currently \$8.00]
Intern (Town Hall)	min wage	[currently \$8.00]
Library Page	min wage	+ .50, i.e. 8.50
Junior Library Page	min wage	[currently \$8.00]
Van Driver	\$	13.25
Media Production Technician	\$	12.50

NOTE

*Fee maximum is 1% of F13 levy (or \$167,162)

*The following information is not part of Schedule B and is placed here for informational purposes only.
These positions are elected, or pay is set by bargaining unit or personal contract.*

Department Heads

		<i>FY 2013</i>	<i>FY 2014</i>
<i>DPW Director</i>	<i>Contract expires 6/30/14</i>	\$ 78,045.81	\$ 80,400.00
<i>Fire Chief</i>	<i>Contract expires 6/30/14</i>	\$ 88,880.00	\$ 91,750.00
<i>Library Director</i>	<i>Contract expires 12/31/11</i>	\$ 72,894.00	\$ 74,352.00
<i>Police Chief</i>	<i>Contract expires 6/30/14</i>	\$ 100,950.00	\$ 105,900.00
<i>Town Administrator</i>	<i>Contract expires 6/30/13</i>	\$ 95,095.00	\$ 101,500.00

Union Employees

<i>Police Sergeant (Steps 1-3)</i>	<i>TBD</i>
<i>Police Officer (Steps A1/A2-F)</i>	<i>TBD</i>
<i>Fire Lieutenant (Step A)</i>	<i>TBD</i>
<i>Firefighter/EMT (Steps A-F)</i>	<i>TBD</i>
<i>Dispatch Supervisor (Steps A-F)</i>	<i>TBD</i>
<i>Dispatcher (Steps A-F)</i>	<i>TBD</i>

Elected Positions

	<i>FY 2013</i>	<i>FY 2014</i>
<i>Selectman</i>	\$ 400.00 annually	\$ 400.00 annually
<i>Board of Health Member</i>	\$ 166.67 annually	\$ 166.67 annually
<i>Planning Board Member</i>	\$ 109.00 annually	\$ 109.00 annually
<i>Library Trustee</i>	\$ - annually	\$ - annually
<i>Moderator</i>	\$ - per meeting	\$ - annually
<i>Constable</i>	\$ 3.00 /warrant posted/location	\$ 3.00 /warrant posted/location
<i>Tax Collector (Grade 50, G+)</i>	\$ 60,365.98	\$ 61,573.30
<i>Town Clerk (Grade 50, G+)</i>	\$ 40,747.04	\$ 41,561.97

FINANCE COMMITTEE BYLAW

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of no less than five (5) and no more than nine (9) members, all of whom shall be citizens registered voters of the Town, other than Town officers, appointed or elected. No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, ~~The Moderator shall appoint nine (9) members the first year, three (3) for a term of three (3) years, three (3) for a term of two (2) years, and three (3) members for a term of one (1) year, and thereafter, three (3) members each year for a term of three (3) years, the terms of said members to expire on the last day of June. A quorum of the Finance Committee shall be a majority of the number of members currently serving.~~ No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

Section 2. The Finance Committee may employ, subject to an appropriation therefor, an Executive Secretary.

Section 3. In the event of any vacancy in its membership, the Finance Committee shall notify the Moderator in writing, and the Moderator shall thereupon fill such vacancy.

Section 4. The Finance Committee shall consider all matters of business included within the articles of any Warrant for a Town Meeting, and shall after due consideration report thereon in print its recommendation as to each article. The Finance Committee shall cause its report to be delivered or mailed to each place of residence in Town where at least one (1) registered voter resides at least fourteen (14) days in advance of a Town Meeting. The said delivery or mailing of this report shall not constitute a legal prerequisite for any Town Meeting or affect the validity of any other action taken thereat. The report shall state the total amount of the appropriations on the entire warrant and the approximate effect on the tax rate based on such appropriations. The report shall also state the same information with regard to the warrant articles receiving their affirmative recommendation. The report for the annual Town Meeting shall contain a statement of the doings of the Committee during the year, with such recommendations or suggestions as it may deem advisable on any matters pertaining to the welfare of the Town. It may issue recommendations on referenda and other matters on any ballot other than the choice of individuals for offices.

Section 5. The Finance Committee shall have authority at any time to investigate the books, accounts and management of any department of the Town, and to employ such expert and other assistance as it may deem advisable for that purpose and the inspection of the Committee and any person employed by it for that purpose. The Committee may appoint sub-committees and delegate to them such of its powers as it deems expedient.

Section 6. The various Town boards, officers and committees charged with the expenditure of Town money and those voters submitting special articles authorizing expenditures of Town money shall, not later than the fifteenth of January of each year, prepare in duplicate on forms provided by the Finance Committee for the purpose, detailed estimates of the amounts deemed by them necessary for the administration of the respective offices or departments for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding year. They shall also prepare, in like form, estimates of all probable items of income which may be received by them during the ensuing year in connection with the administration of their departments or offices, and a statement of the amount of appropriation requested by them for the ensuing fiscal year. Such estimates and statements shall be filed with the Finance Committee who shall at once transmit a copy of same to the Town Accountant.

Section 7. The Finance Committee shall duly consider the estimates and statements filed by the Town boards, officers and committees, and may confer with said boards, officers and committees and hold hearings, if they deem it advisable. The Finance Committee shall thereupon recommend such sums and in such division of items as it considers necessary and convenient.

Section 8. Upon approval of this bylaw, the previous bylaw established under Article 2 of the Special Town Meeting of November 21, 1966, is superseded.

Adopted:	February 7, 1955
Approved by Attorney General:	
Amended by Town Meeting:	November 21, 1966
Approved by Attorney General:	
Amended by Town Meeting:	March 10, 1969
Approved by Attorney General:	July 28, 1969
Amended by Town Meeting:	March 5, 1974
Approved by Attorney General:	April 9, 1974
Amended by Town Meeting:	November 9, 1981
Approved by Attorney General:	February 25, 1982
Amended by Town Meeting:	May 29, 1990
Approved by Attorney General:	September 13, 1990
Amended by Town Meeting:	May 21, 2008
Approved by Attorney General:	September 23, 2008
Revisions proposed to Annual Town Meeting	May 13, 2013

DOG CONTROL BYLAW

A. Underlying Philosophy:

All citizens are entitled to fully enjoy their property and the public ways and lands. Those citizens who own or keep dogs are entitled to enjoy their animals, but only to the extent that such animals do not unreasonably impinge upon the activities of other persons.

B. Bylaw:

No person owning or keeping any dog in the Town of Boxborough shall permit the animal to go at large to the injury or nuisance of others or to constitute a nuisance or danger in any other way. Any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.

C. Responsibility for Enforcement:

Responsibility for enforcing the bylaw and the provisions of the General Laws concerning dogs in Chapter 140 is vested with the ~~Dog Officer~~ Animal Control Officer – Dogs and Cats, any police officer of the Town of Boxborough, in an emergency, or any other person so appointed by the Board of Selectmen. In addition to any powers or authority granted under Chapter 140 of the General Laws, in order to carry out this responsibility effectively they are empowered to:

1. Consider all complaints that the bylaw or other provisions of the General Laws relating to dogs have been violated;
2. Catch and impound dogs, order dogs muzzled or restrained, dispose of dogs in accordance with applicable provisions of Chapter 140 of the General Laws, issue citations for violations of the bylaw, or take such other actions as shall be necessary to enforce the bylaw and the provisions of the General Laws, including filing a complaint with the selectmen pursuant to M.G.L. Chapter 140, Section 157.
3. Any person may make a written complaint to the selectmen that any dog owned or kept within the Town of Boxborough is a ~~nuisance~~ Nuisance Dog or a Dangerous Dog, as those terms are defined in Section F of this bylaw. M.G.L. Chapter 140, Section 157. The Board of Selectmen shall investigate or cause to be investigated such complaint, including an examination ~~or~~ under oath of the complainant at a public hearing in the municipality to determine whether the dog is a Nuisance Dog or a Dangerous Dog, and ~~may shall~~ make such order concerning the restraint or disposal of such dog as may be deemed necessary. provided in M.G.L. c.140, Section 157. Violations of such orders shall be subject to the enforcement provisions of ~~Section D of this bylaw~~ M.G.L. Chapter 140, Section 157 and 157A, Section D of this bylaw and/or any other remedy available at law.

D. Fines

~~The provisions of Non-Criminal Disposition;~~

~~In accordance with M.G.L. Chapter 140, Section 173A, and General Law M.G.L. Chapter 40, Section 21D, Non-Criminal Disposition Fines~~ may be used to enforce this bylaw. The ~~Dog Officer/Animal Control Officer – Dogs and Cats~~, any police officer of the Town of Boxborough or any other person so appointed by the Board of Selectmen may issue notices of violation of bylaw.- The fines for such violations, per dog, shall be as follows:

First offense:	Written warning, no fine
Second offense:	Fifteen Dollars (\$15.00) <u>Fifty Dollars (\$50.00)</u>
Third offense:	Twenty-five Dollars (\$25.00) <u>Sixty Dollars (\$60.00)</u>
Subsequent offenses:	Fifty Dollars (\$50.00) <u>One Hundred Dollars (\$100.00)</u> for each offense.

~~Further, if the owner or keeper of a dog be a minor, the parent or guardian of such a minor shall be held liable for any violation of this bylaw.~~

Fines shall be paid to the Town of Boxborough before redemption of the dog, if impounded, or within twenty-one (21) days of issuance of the imposed fine when impoundment has not occurred. An owner or keeper of any dog so impounded for violation of this bylaw shall, in addition to any applicable fees and penalties, pay the ~~commercial kennel or animal hospital/Animal Control Officer – Dogs and Cats~~ a boarding charge of not less than ~~ten dollars (\$10.00)~~ forty dollars (\$40.00) per day while such animal is impounded, nor more than the actual cost for the boarding and care of such animal in any commercial kennel or animal hospital.

E. Violation Abatement or Good Behavior Abatement

After a period of three (3) years from the date of the last violation, any subsequent offenses will be treated as new offenses under Section D.

~~F. Definitions of Terms Used in Dog Control Bylaw~~

~~"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.~~

~~"Nuisance:" any dog shall be deemed a nuisance for, but not limited to, the following reasons:~~

- ~~• biting, attacking or threatening the health or safety of any person while said dog is on property other than that of the owner or keeper~~
- ~~• exhibiting a vicious disposition or excessive barking or other disturbance~~
- ~~• chasing, jumping upon, or running into any person on foot, on bicycle or on other non-motorized conveyance on property other than that of the owner or keeper~~
- ~~• chasing or jumping upon any vehicle on a public way~~
- ~~• attacking, killing or maiming any pet, domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper~~
- ~~• damaging property other than that of the owner or keeper~~
- ~~• defecating on property other than that of the owner or keeper, unless said owner or keeper promptly picks up after the dog~~
- ~~• running free on school property during school hours; except those animals certified by~~

~~the Massachusetts Commission for the Blind or the Director of the Office of Deafness to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.~~

Adopted by Annual Town Meeting:	May 12, 1997
Approved by Attorney General:	August 4, 1997
Amended by Annual Town Meeting:	May 11, 2010
Approved by Attorney General:	August 19, 2010
Revisions proposed to Annual Town Meeting	May 13, 2013

DOG LICENSING BYLAW

Section 1. All dogs six months or older in the Town of Boxborough shall be licensed by the Town Clerk annually beginning January 1st and not later than March 10th of each calendar year. Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its ~~owner's~~ owners or keeper's property. The License Period shall be January 1 to December 31 of each calendar year.

Section 2. Fees for dog licenses are:

<u>Spayed/Neutered</u>	\$10.00
<u>Un-neutered/Intact</u>	\$15.00
<u>Kennel up to 4 dogs</u>	\$25.00
<u>Kennel 5 - 10 dogs</u>	\$50.00
<u>Kennel 11+ dogs</u>	\$75.00

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog by the March 10 deadline in any year, shall be subject to a penalty of ~~five (\$5.00)~~ fifty dollars (\$50.00) per dog to be payable to the Town Clerk upon demand by the Dog Officer/Animal Control Officer – Dogs and Cats, in addition to the license fee; ~~and said penalty is to be paid to the Dog Officer as compensation by the Town Clerk.~~ Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.

Section 4. Any person who by March 20 fails to license a dog which is owned or kept in the Town of Boxborough shall be subject to a penalty of ~~twenty five (\$25.00)~~ seventy-five dollars (\$75.00) to be collected as provided in Section 3 of this bylaw per dog to be payable to the Town upon demand by the Animal Control Officer – Dogs and Cats, in addition to the license fee. Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.

Section 5. Any person who by March 30 fails to license a dog which is owned or kept in the Town of Boxborough shall receive a demand from the ~~Dog Officer~~ Animal Control Officer – Dogs and Cats by certified and regular mail for immediate payment of the license fee, ~~\$25~~ one hundred dollars (\$100.00) fine per dog and the cost of the postage. Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation. Those who continue to fail to comply with the provisions of this bylaw will have their names turned over to the Boxborough Police for enforcement and possible court action.

Adopted by Annual Town Meeting:	May 14, 1992
Approved by Attorney General:	August 26, 1992
Amended by Annual Town Meeting:	May 14, 1998
Approved by Attorney General:	August 30, 1998
Amended by Annual Town Meeting:	May 11, 2004
Approved by Attorney General:	July 12, 2004
Amended by Annual Town Meeting:	May 11, 2010
Approved by Attorney General:	August 19, 2010
Revisions proposed to Annual Town Meeting:	May 13, 2013



BOARD OF SELECTMEN
Meeting Minutes
February 25, 2013

Approved: _____

PRESENT: Vincent Amoroso, Chair pro tem; Robert Stemple, Member; Frank Powers, Member; and Raid Suleiman, Member

ABSENT: Chair Les Fox

ALSO PRESENT: Selina Shaw, Town Administrator

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair pro tem Amoroso called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair pro tem Amoroso read the announcements.

APPOINTMENTS

- There were no citizens concerns.

MINUTES

- Member Powers moved to accept the minutes for the regular session of February 4, 2013, as modified. Seconded by Member Suleiman. **Approved 4-0.**
- Member Powers moved to accept the minutes for the BoS Fire Department team's budget meeting of February 11, 2013, as written. Seconded by Member Stemple. **Approved 4-0.**
- Member Powers moved to accept the minutes for the regular session of February 11, 2013 as modified. Seconded by Member Stemple. **Approved 4-0.**
- Member Powers moved to accept the minutes for the executive session of February 11, 2013, with one addition. Seconded by Member Stemple. **Approved 4-0.**
- Member Powers moved to accept as written the minutes for the executive sessions of the Contract Negotiating Team – Police on February 11, 2013 and the Contract Negotiating Team - Dispatch, on February 13, 2013. Seconded by Member Suleiman. **Approved 4-0.**

SELECTMEN REPORTS

- Chair pro tem Amoroso reported that the Regional Study Committee is preparing a response to a presentation by Boxborough members for the next Study Committee meeting being held on March 6. On March 7, the Study Committee will present its recommendations to the A-B Regional School Committee.

Chair pro tem Amoroso also reported that he has been in contact with a Stow Selectman regarding the possibility of Boxborough offering a limited number of Transfer Station stickers to Stow residents for a limited period of time at a cost to be determined.

- Member Powers reported that he and Chair Fox recently met with representatives of the Dispatchers' Union.

He also reported that Chief White is drafting a response to Frank Hubley's letter regarding the emergency generator project.

OLD BUSINESS

- Chair pro tem Amoroso reported that FY 2014 budget revisions had been submitted by a number of departments: Fire, DPW, Minuteman Regional School District, Acton-Boxborough Regional School District and Maturing Debt, resulting in a total decrease of \$90,875. It was noted that although there was an overall increase in the ABRS budget, Boxborough's share was down due to declining enrollment.
- Discussion opened on closing the Annual/Special Town Meeting warrant. Member Suleiman advised that the Energy Comm. requested a placeholder for an energy assessment for all town facilities and moved to so add. Seconded by Member Stemple. **Approved 4 – 0.** TA Shaw advised the Selectmen of the need for three additional placeholders: 1) concrete replacement at the Library, 2) a cell phone repeater at the Blanchard School and 3) a recently received petition article from Phil Kicelemos to freeze wages, hiring and promotions across all town departments. Member Powers discussed the articles for Police and Fire radios and noted that he is working with the department heads to possibly coordinate the communications into one article. He also would like to ensure compatibility of the equipment. Additionally, Member Powers suggested that a phased approach would make more fiscal sense if we were not successful with the grant application. TA Shaw said that she would clarify the need for an appropriation for a town share if the fire department was successful in its grant. Resident Maria Neyland asked the Board why there is a reserve fund transfer request to cover the replacement of the fuel dispensing system when there is a town meeting just two months away. Chair pro tem Amoroso explained that the DPW Director had informed the Board that the system was malfunctioning, and there was the need to replace sooner rather than later. Maria expressed concern regarding the amount of money and commented on the need for better planning. Member Suleiman moved to close the warrant for the Annual Town Meeting and the Special Town Meeting within the Annual Town Meeting to be held beginning May 13, 2013, with the addition of placeholder articles and the petition article discussed. Seconded by Member Powers. **Approved 4-0.**

NEW BUSINESS

- Chair pro tem Amoroso introduced the matter of the Reserve Fund Transfer Request from the DPW. Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$29,000 from the Reserve Fund to account #001-429-5400-5484, Highway Fuel Expenses for the purpose of replacing the existing fuel dispensing system Seconded by Member Powers. **Approved 4-0.**
- Chair pro tem Amoroso spoke to the request from the Boxborough Conservation Trust to serve wine and beer at their annual meeting and moved to authorize the Boxborough Conservation Trust to serve beer and wine at their 2013 annual meeting, being held at the Sargent Memorial Library on April 6, 2013, subject to the conditions specified on the application, and further, to waive the fee. Seconded by Member Powers. **Approved 4-0.**
- Chair pro tem Amoroso spoke to the Alcoholic Beverages Control Commission's request regarding an estimate of the Town's temporary population and read the ABCC documents regarding same. Chair pro tem Amoroso moved to authorize the execution of a letter to the ABCC stating that acting under authority granted in MGL ch138 §17 as amended, the Board of Selectmen estimates that there will be no temporary increase to the resident population of the Town of Boxborough as of July 10, 2013; the population will remain at approximately 5,000. Seconded by Member Suleiman. **Approved 4-0.**

ADJOURN

- At 8:15 PM, it was moved and seconded to adjourn. **Approved 4-0.**



BOARD OF SELECTMEN
Meeting Minutes
March 4, 2013

Approved: _____

PRESENT: Les Fox, Chair; Vincent Amoroso, Clerk; Member; Robert Stemple, Member; Frank Powers, Member; and Raid Suleiman, Member

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Fox called the meeting to order at 7:33 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- There were no citizens concerns.

MINUTES

- Member Powers moved to accept the minutes for the Executive Session [Contract Negotiating Team with Police] of February 28, 2013, as written. Seconded by Member Suleiman. **Approved 5-0.**

SELECTMEN REPORTS

- Member Amoroso reported that an analysis, on a revised proposal for the Regional Study Committee, has been done and it will be presented to the RSC, as a whole, on Wednesday. At that time the RSC will determine if they will be recommending the revised proposal at Thursday's Acton-Boxborough Regional School Committee meeting. Those interested in this matter were encouraged to attend these meetings.
- Chair Fox reported that the Negotiating Team met with the Dispatchers' Union today and the Police Union on February 27th.
- Member Powers reiterated that he and Chair Fox met with the Dispatchers' Union this morning.

Member Powers also reported that Fire Chief White has prepared a written response to the concerns raised by Frank Hubley. He referred to Chief White's letter in the agenda packet. The Chief's recommendation is to go with diesel generators to address Boxborough's needs. Member Powers gave an overview of the detailed information provided in this Chief's letter. TA Shaw noted that the RFP for the Design Consultant has not been issued yet nor has a final design been adopted. The Selectmen will issue a coverletter to Mr. Hubley to accompany a copy of Chief White's response.

OLD BUSINESS

- Discussion opened on the FY 2014 Budget. The budget process seems to be going well. The revision submission process and tracking seems to be working. Member Powers advised that there has been a \$4,300 reduction Fire's personal protection equipment line; related to a grant that Chief White has applied for and an article that will be addressed during the Annual/Special Town Meeting discussion.
- Discussion opened on the Annual/Special Town Meeting. Member Powers noted that the circumstances concerning the Fire Department's personal projection equipment make it necessary to re-open the ATM/STM warrant in order to add this as a capital article. Member Powers moved to re-open warrant to add the item, currently identified as Article #14: Capital Equipment Acquisition – Replacement of Air paks on the "Potential STM/ATM Articles – May 2013," Seconded by Member Stemple. **Approved 5-0.** Member Suleiman moved to close the warrant for the Special/Annual Town Meeting to be held May

13, 2013. Seconded by Member Powers. **Approved 5-0.** It was noted that the Selectmen will need to follow up with their respective liaised departments and boards regarding submission of final article language and recommendations. The warrant is scheduled to be signed on March 18, 2013.

CORRESPONDENCE

- Member Suleiman commended TA Shaw for her re-appointment to the Governor's Advisory Commission on Local Government. TA Shaw provided information on this organization.

CONCERNS OF THE BOARD

- Member Powers voiced concern about the significant amount of dog waste that currently exists in and right along the trails at Steele Farm. This is a subject that has been brought up numerous times in the past. Signage is posted and a disposal station is located at the trailhead. This problem is caused by irresponsibility pet owners. There was discussion concerning the dog control bylaw; possible monitoring options and enforcement actions.

EXECUTIVE SESSION

- At 8:05 PM, Member Powers moved to adjourn Move to adjourn to executive session to: 1) discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601); 2) discuss strategy with respect to litigation; 3) consider the value of real estate; 4) discuss strategy with respect to negotiations with non-union personnel (DPW Director, Fire and Police Chiefs, and Town Administrator) and to adjourn immediately thereafter. Seconded by Member Stemple. Chair Fox stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board. **Approved 5-0, by Roll Call Vote: Fox "aye," Powers "aye," Suleiman "aye," Amoroso "aye," and Stemple "aye."**

Potential STM/ATM Articles – May 2013

STM

#	Department/Board	Nature of Article	Est. Appropriation	Proposed Funding Source/ Comments
1.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police	\$TBD	
2.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601	\$TBD	
3.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch	\$TBD	
4.	Board of Selectmen (Police Dept)	Town share of BPV grant for 6 bullet proof vests	\$2,585	
5.	Board of Selectmen (Dog Officer)	Prior year bill – reimburse Dog Officer for purchase of modular kennel	\$200	
6.	Board of Selectmen (DPW)	Capital Improvements: Reconfigure transfer station (implementation) Transfer unexpended balance from article 16, May 2012 ATM: \$14,380.34 Add'l appropriation req'd: \$10,000.00 Total estimated cost: \$24,380.34	\$10,000	

ATM

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
1.		Choose Town Officers		
2.		Receive Reports		
3.		Set Salaries and Compensation of Officers		
4.	Petition Article	Freeze wages, hiring, promotions		
5.	Personnel Board	Amend Personnel Plan: 1) to allow flexibility in method to determine wage increases 2) to add language re: town detail and private detail pay for special police officers and per diem FF/EMT's 3) Amend Schedule A to add position of Media Production Technician and incorporate Dog Officer position into Animal Control Officer position		

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
		4) Amend Schedule B to add 2% COLA (employees will be frozen in FY13 step) and include Media Production Technician in intermittent/per diem pay schedule		
6.	Finance Committee	Town Operating Budget	\$TBD	
7.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund	\$TBD	
8.	Board of Selectmen (Treasurer)	Transfer \$ from Free Cash to OPEB Trust Fund	\$100,000	
9.	Board of Selectmen (Town Hall)	Capital Improvements: Replace windows in the original section of town hall (ball park est.; still awaiting quote)	\$35,000	
10.	Board of Selectmen (Town Hall)	Capital Equipment Acquisition: Replace Building Inspector's vehicle (lease or purchase of used being explored; re-purposing seems unlikely)	\$20,000	
11.	Board of Selectmen (Fire Dept)	Communications consultant and town share of fire department radio grant	\$35,000	
12.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 9-yr old command vehicle	\$50,000	
13.	Board of Selectmen (Fire Dept)	Capital Improvements: Feasibility study for public safety building	\$25,000	
14.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 7 year old ambulance	\$220,000	
15.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replacement of Air-paks	\$11,214	
16.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Roadside mower to replace 200 TL70 farm tractor	\$100,000	
17.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Replace 2 – 40 yard closed top containers at Transfer Station	\$20,000	
18.	Board of Selectmen (Police Dept)	Capital Improvements: HVAC replacement and improvements	\$20,000	
19.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: (13) Walkie-talkie and (4) mobile (cruiser) radio replacement	\$38,340	
20.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Protective body armor (bullet proof vests) scheduled replacement	\$18,000	
21.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Electronic immobilization devices	\$13,000	
22.	Board of Selectmen (Police Dept)	Capital Improvements: Lighting energy efficiency upgrades	\$20,000	

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
23.	Boxborough School Committee	Capital Improvements: Windows, per building needs assessment	\$90,000	
24.	Boxborough School Committee & Library Board of Trustees	Capital Improvements: Concrete sidewalk replacement – front entrance areas	\$40,000	
25.	Boxborough School Committee	Capital Improvements: Security upgrades – master lock system replacement and access door controls and cameras	\$40,000	
26.	Board of Selectmen???	Capital Improvements: Cell phone repeater @ Blanchard School	\$40,000	
27.	Steele Farm Advisory Committee	Capital Improvements: Steele farm barn painting and carpentry repairs	\$25,000	
28.	Conservation Commission	Transfer to ToB Conservation Trust Fund	\$5,000	
29.	Planning Board	Amend Zoning Bylaw — Add Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers		
30.	Planning Board	Amend Zoning Bylaw – Amend Section 4003(1) Residential Uses and Section 4300 Special Permits in Town Center District and delete Section 5004		
31.	Planning Board	Amend Zoning Bylaw – Amend Section 4107 Accessory Apartment		
32.	Finance Committee	Amend Finance Committee bylaw to: 1) change number of members from 9 to no less than 5 and no more than 9 2) list quorum requirement to be majority of the number of members serving		
33.	Board of Selectmen	Amend Dog Control Bylaw (to bring into compliance with changes in MGL re Animal Control)		
34.	Board of Selectmen	Amend Dog Licensing Bylaw (to change references of Dog Officer to Animal Control Officer)		
35.	Board of Selectmen	Establish Veterans Tax Work Off Program (acceptance of G.L. c.59 section 5N)		
36.	Board of Selectmen [Consent]	Personal real estate exemptions – increase in exemptions (purely housekeeping... each year need to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988)		
37.	Board of Selectmen [Consent]	Chapter 90 appropriation (Reimbursable)		

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
38.	Board of Selectmen [Consent]	Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Firearms Permits (\$2,000) • GIS Assessor Map (\$5,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Integrated Preschool Program (\$44,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) • Community Gardens (\$2,000) • Recreation Field permit fees (\$20,000) 		

STM

Free Cash: **\$12,785 +**

ATM ONLY

Borrow (within 2 ½): \$

Free Cash: \$

Stabilization Fund: \$

Capital Exclusions: \$

Prop 2 ½: \$

Debt Exclusions: \$

Total: **\$965,554 +**

Potential STM/ATM Articles – May 2013
Revisions from previously distributed

ATM

12.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 9-yr old command vehicle (to purchase and equip)	\$50,000
14.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 7 year old ambulance (to purchase and equip)	\$220,000
15.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replacement of Air-paks (town's share of grant)	\$11,214
16.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Readside Four wheel drive all terrain mower to replace 200 TL70 farm tractor	\$100,000
18.	Board of Selectmen (Police Dept)	Capital Improvements: HVAC replacement and improvements (heating, ventilation and air conditioning units)	\$20,000 \$35,000
19.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: (13) Walkie-talkie and (4) mobile (cruiser) radio replacement (two-way radios and portable radios)	\$38,340
20.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Protective body armor (bullet proof vests) scheduled replacement	\$18,000
22.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Electronic immobilization control devices (a.k.a. "tasers")	\$13,000
	Board of Selectmen [Consent]	Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Firearms Permits (\$2,000) • GIS Assessor Map (\$5,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Integrated Preschool Program (\$44,000) (\$50,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) • Community Gardens (\$2,000) • Recreation Field permit fees (\$20,000) 	



BOXBOROUGH SPECIAL TOWN MEETING

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2013 at 7:00 p.m. to act on Articles 1 through 6 of this Special Town Meeting Warrant.

**ARTICLE 1 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING
AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200,
POLICE**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2012 to June 30, 2015); or to take any other action relative thereto.

**ARTICLE 2 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING
AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS
ASSOCIATION, LOCAL 4601**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601 (July 1, 2012 to June 30, 2015); or take any other action relative thereto.

**ARTICLE 3 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING
AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A,
DISPATCH**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2012 to June 30, 2015); or take any other action relative thereto.

ARTICLE 4 CAPITAL EQUIPMENT ACQUISITION - PROTECTIVE BODY ARMOR – POLICE DEPARTMENT

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Two Thousand Five Hundred Eighty-Five Dollars (\$2,585) for the purpose of paying the Town's share under the Bulletproof Vest Partnership Grant for six bullet proof vests for the Police Department; or take any other action relative thereto.

ARTICLE 5 PRIOR YEAR BILL – DOG OFFICER

(Nine-tenth vote required)

To see if the Town will vote to transfer from Free Cash the sum of Two Hundred Dollars (\$200) for the purpose of reimbursing the Dog Officer for the acquisition of a modular kennel in FY 2012; or take any other action relative thereto.

ARTICLE 6 CAPITAL IMPROVEMENTS – RECONFIGURE TRANSFER STATION

(Majority vote required)

To see if the Town will vote to transfer the unexpended balance of Fourteen Thousand Three Hundred Eighty Dollars and thirty-four cents (\$14,380.34) from Article 16 of the May 2012 Annual Town Meeting (*Reconfiguration of Transfer Station – Feasibility Study*) and to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of undertaking the implementation phase for the reconfiguration of the transfer station; or take any other action relative thereto.

Summary

At May 2012 ATM, the town approved \$18,000 for a Feasibility study to reconfigure the Transfer Station. Our goal was to reduce hauling fees by installing a compactor to be used for the recyclable items, as was currently being done with the solid waste. It was realized that we could make minor changes that would be successful without having to draw on engineered plans. The electrical fit-up was run, a rented compactor put into place, and traffic pattern was changed as the first phase of this project. The cost was \$3,619.66. As indicated in the article, the pilot tests showed that an acceptable ROI was being achieved, so, the study was terminated without further spending on design plans. The recycling compactor has been operational since mid September. We are averaging 4 hauls a month of compacted recyclables at a cost of \$720 in hauling fees. Previous to this, we were averaging 13 hauls a month at a cost of \$2,849. These savings speak for themselves.

In addition, the DPW has been awarded a sustainability grant of \$7,500 to be used towards the purchase of an additional recycling compactor. One of the conditions of the grant is that the compactor is in place and operating by the end of December 2013. We will fund the remainder of the cost of the compactor unit with the \$5,010 balance remaining in ATM 2011, Article 20 (*Capital Equipment Acquisition – Replace Two Dumpsters*) and the savings we have realized in trucking fees. The addition of a second compactor will continue to increase our savings, as we will be able to fill the compactors to full capacity before hauling.

The next step in the reconfiguring is to fill the recesses where the compactors now sit, creating one level area. Next, new pads will be poured, electrical hook up installed and the compactors shifted over, creating five single lanes for traffic. We plan to do this in stages so that we can keep the station operating with minimal inconvenience to our residents during the changeover.

You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 26, 2013.

Leslie R. Fox, Chairman
Board of Selectmen

Vincent M. Amoroso, Clerk
Board of Selectmen

Francis J. Powers
Board of Selectmen

Robert T. Stemple
Board of Selectmen

Raid M. Suleiman
Board of Selectmen



BOXBOROUGH ANNUAL TOWN MEETING

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 13, 2013 at 7:00 p.m. to act on Articles ~~2 through 38~~ of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 20th day of May, 2013 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#~~36 through #38~~, inclusive).** The articles to be taken up on the Consent Agenda are indicated by a double asterisk (**).

THE CONSENT AGENDA WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE 35.

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-263-1116, ext. 101 or send an e-mail to selina.shaw@town.boxborough.ma.us before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under each article printed in this warrant.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

- One Moderator** for a one-year term
- One Town Clerk** for a three-year term
- One Board of Selectmen** member for a three-year term
- One Board of Health** member for a three-year term
- Two Library Trustees**, each for a three-year term
- Two Planning Board** members, each for a three-year term
- One Planning Board** member to complete a one-year unexpired term
- One School Committee (Local and of the Region)** member for a three-year term
- One School Committee (Local)** member for a three-year term
- One School Committee (Local)** member to complete a two-year unexpired term
- One Constable** for a three-year term
- One Constable** for a two-year term

As well as other Town Officers as may be necessary, and to vote on the following question:

QUESTION 1 CHANGE THE ELECTED POSITION OF TAX COLLECTOR TO APPOINTED

(Majority vote required)

Shall the town vote to have its elected Tax Collector become an appointed Tax Collector of the town?

Yes ___ No ___

ARTICLE 2 HEAR AND RECEIVE REPORTS

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2012 Annual Town Report; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

The Finance Committee recommends unanimously (9-0).

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2013 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$61,573.30/year
Town Clerk	\$41,561.97/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

The Board of Selectmen [REDACTED]

This article establishes the salaries for Boxborough's elected officials.

The Finance Committee [REDACTED]

[REDACTED]

ARTICLE 4 SUBMITTED BY PETITION BY PHILIP KICELEMONS

(Majority vote required)

This article that I am asking you to sign to be added to the town warrant for the forthcoming annual town meeting taking place on May 13, 2013 is as follows:

Due to our current \$17.69 Real Estate Tax Rate one of the highest in the state taking in just under \$20,000,000. In Real Estate Taxes. Article request's the following,

A twelve month/one year freeze on all new hiring of any new town employees, full or parttime each department. This article also requires an income freeze on all employees, both full and part time all departments in our community for one year. It also is to include any promotions to a higher position, title, etc. on their current job position for one year.

Due to the fact that our economy in Massachusetts is in deplorable conditions

Continued:

And retirees residing here are being forced into poverty as well as current residents many of whom are having difficulty with living costs, paying their bills, filing bankruptcy with no end in sight.

I am asking you as a registered voter to join with me to address this ever growing serious problem.

The Board of Selectmen...

The Board has been advised by Town Counsel that this article is totally non-binding and illegally strays into the jurisdiction of the executive branch, i.e. the Board of Selectmen. Town Meeting's role is limited to appropriating money. Town Meeting may vote to reduce budget line items, but it is up to the Board of Selectmen to determine how the funds within that line item are expended.

ARTICLE 5 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan by:

- 1) Striking the language in Article VI. The Pay Plan, Section 7. Merit Salary Adjustments in its entirety and replacing with the italicized language below.

(Current language)

~~Existing employees will move from Step to Step each July 1, if they have achieved overall performance rating of "meets requirements" or better.~~

~~New employees hired before January 1, move to the next step on the following July 1, if they have achieved an overall performance rating of "meets requirements" or better. New employees hired after January 1, move to the next step on the July 1, after completing a full year of employment and achieving an overall performance rating of "meets requirements" or better.~~

(Proposed language)

On an annual basis, the Board of Selectmen, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the personnel plan. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "meets requirements" or better will be advanced to the next step within their job classification on the following July 1. New employees who were hired before January 1 who have achieved an overall performance rating of "meets requirements" or better will also be advanced to the next step within their job classification on the following July 1. New employees who were hired after January 1 who have achieved an overall performance rating of "meets requirements" or better will move to the next step within their job classification on the July 1 that follows the employee's completion of a full year of employment.

- 2) Amending Article VIII. Other Forms of Pay by adding a new section 2, shown in italics, and re-numbering subsequent sections.

Section 2. Detail Pay

1. *Town Details. A Special Police Officer working a town detail will be compensated at one and a half (1.5) times the hourly rate established for Special Police Officer under Schedule B.*
2. *Private Details. A Special Police Officer or Per Diem Firefighter/EMT working a private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour to hour basis at the rate of sixty-seven dollars and fifty cents (\$67.50) per hour for those hours in excess of eight (8) hours. All private details shall be billed to the contractor.*

Further by amending Classification of Positions (Schedule A) by:

- 1) Adding a new position of Media Production Technician to the Intermittent Schedule
- 2) Respectively re-naming the Intermittent Schedule positions of Dog Officer and Assistant Dog Officer to Animal Control Officer - Dogs & Cats and Assistant Animal Control Officer - Dogs & Cats.

- 3) Re-naming the Intermittent Schedule position of Animal Control Officer to Animal Control Officer – Other.

And by amending Compensation of Positions (Schedule B) by:

- 1) Adding a 2% wage adjustment factor (COLA) to all positions on Schedule B except for the following positions which will remain at the same level as in FY 13: Registrar Chairperson, Clerk of Elections, Election Worker, Registrar Member, Seasonal Conservation Worker, Fence Viewer, Field Driver, Director of Summer Playground, Director of Gymnastics, Director of Winter Programs, Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page, Junior Library Page
- 3) Adding wages for Media Production Technician @ \$12.50/hour

Or take any other action relative thereto.

Summary

The proposed change to Article VI, Section 7 will provide more flexibility to the Board of Selectmen and Personnel Board and will allow the freezing of employees covered by the town's personnel plan in their current steps, if so determined necessary in any given fiscal year. The proposed change also clarifies the meaning of existing vs. new employee, as well as makes clear that once an employee reaches the maximum step within his/her classification, then he/she essentially stays there and does not move to the steps that are in the next highest job classification.

The proposed language for Article VIII, Section 2 (Detail Pay) will formalize the practice of paying a different rate for in-town and private details performed by Special Police Officers and Per Diem Firefighters/EMT's.

The Personnel Board recommends unanimously (5-0).

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

INSERT PERSONNEL PLAN SCHEDULES A & B

ARTICLE 6 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2013; or take any other action relative thereto.

ARTICLE 7 TRANSFER TO STABILIZATION FUND

(Two-thirds vote required)

To see if the Town will vote to transfer the sum of TBD Dollars (\$TBD), more or less, from Free Cash to the Stabilization Fund; or take any other action relative thereto.

The Finance Committee [REDACTED]

The Board of Selectmen [REDACTED]

ARTICLE 8 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND

(Majority vote required)

To see if the Town will vote to transfer the sum of One Hundred Thousand Dollars (\$100,000), more or less, from Free Cash to the OPEB Trust Fund; or take any other action relative thereto.

Summary

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand was authorized by Town Meeting in 2012 to start funding that liability. This transfer would enable the town to continue to fund the liability.

The Board of Selectmen [REDACTED]

As explained in the summary, the amount proposed in this article will continue the effort started last year to make a small contribution to fund our liabilities for retirees' healthcare benefits. Our unfunded liability, as reported in the 2009 study, amounted to ~~\$9,700,000~~ and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our AAA credit rating.

The Finance Committee [REDACTED]

[REDACTED]

**ARTICLE 9 CAPITAL IMPROVEMENTS – TOWN HALL REPLACEMENT WINDOWS
(ORIGINAL SECTION)**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Thirty-five Thousand Dollars (\$35,000), more or less, for the purpose of replacing the windows in the original section of town hall with insulated, energy efficient windows; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

The Energy Committee...

**ARTICLE 10 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT VEHICLE –
BUILDING INSPECTOR**

(Majority vote)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand (\$20,000), more or less, for the purpose of replacing the Building Inspector's seventeen year old vehicle; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

**ARTICLE 11 COMMUNICATIONS CONSULTANT AND TOWN SHARE OF FIRE
DEPARTMENT RADIO GRANT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-five Thousand (\$35,000), more or less, for the purpose of: 1) hiring a consultant to do a design study for an integrated, interoperable public safety radio communications system and, 2) providing the town's share of a grant-funded purchase of new radio equipment which will be used by the fire department as an essential element of the new integrated, interoperable public safety radio communications system; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 12 CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of acquiring an emergency response command vehicle for the Fire Department; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

**ARTICLE 13 CAPITAL IMPROVEMENTS – FEASIBILITY STUDY FOR PUBLIC SAFETY
BUILDING**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty-five Thousand Dollars (\$25,000), more or less, for the purpose of hiring a consultant to conduct a study to assess the feasibility of a combined public safety facility; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – REPLACE AMBULANCE

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Two Hundred Twenty Thousand Dollars (\$220,000) more or less, for the purpose of replacing the ambulance for the Fire Department; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eleven Thousand Two Hundred Fourteen Dollars (\$11,214), more or less, for the purpose of acquiring self-contained breathing apparatus (air-paks) for the Fire Department; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

Finance Committee [REDACTED]

ARTICLE 16 CAPITAL EQUIPMENT ACQUISITION – ~~ROADSIDE MOWER~~ – DPW DEPARTMENT

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of One Hundred Thousand Dollars (\$100,000), more or less, for the purpose of acquiring a ~~roadside mower~~ for the DPW to replace the existing mower; or take any other action relative thereto.

Summary

The existing mower is a 2000 New Holland. This equipment is used four days a week for seven months of the year and takes a beating. Some of the parts, such as the flails and bushings, are obsolete or take months to acquire, as they are only available from overseas. We had to have bushings custom made in order to get through this past season. We have been having transmission problems over the past three years. Repair costs over the past two years were \$7,606. This mower is eligible for trade in.

The mower we wish to acquire has a two section articulated boom, which will increase our maneuverability when reaching around stationary objects. The four-wheel drive will allow us to help with the maintenance of the Conservation properties. The mid mounted joystick controls provides ease of operation and a clearer sightline for the driver. This is a multipurpose machine that has a rear hook up for attaching a stump grinder, brush hog, or other accessories without having to remove the flail arm. It also has an enclosed cab, which allows for mowing during inclement weather. It also keeps brush, poison ivy and such from entering the cab.

This mower is available on State contract, which will keep the cost down and streamline the purchasing process.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 17 CAPITAL EQUIPMENT ACQUISITION – DUMPSTERS – DPW DEPARTMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of acquiring two replacement roll-off containers to be used at the Transfer Station, or take any other action relative thereto.

Summary

The Transfer Station currently has two solid waste compactor units in use. These units were purchased in 1996 and were scheduled for replacement. We have repeatedly welded pieces of scrap steel over the rusted out bottoms and sides. These containers are hauled on a weekly basis and we are required to assure that there is no leakage. We would like to replace them with two 45-yard octagonal roll-off containers. The tapered design allows for tighter compaction rates than our existing rectangular containers. These dumpsters are available on State contract.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

**ARTICLE 18 CAPITAL IMPROVEMENTS – HVAC REPLACEMENT AND IMPROVEMENT –
POLICE STATION**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of replacing the HVAC system at the Police Station with a more energy-efficient system; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

**ARTICLE 19 CAPITAL EQUIPMENT ACQUISITION – COMMUNICATIONS EQUIPMENT -
POLICE DEPARTMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-Eight Thousand Three Hundred Forty Dollars (\$38,340), more or less, for the purpose of replacing thirteen walkie-talkies and four mobile (cruiser) radios for the Police Department; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 20 CAPITAL EQUIPMENT ACQUISITION – PROTECTIVE BODY ARMOR - POLICE DEPARTMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eighteen Thousand Dollars (\$18,000), more or less, for the purpose of acquiring protective body armor (bullet proof vests) for the Police Department; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

**ARTICLE 21 CAPITAL EQUIPMENT ACQUISITION – ELECTRONIC IMMOBILIZATION
DEVICES - POLICE DEPARTMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirteen Thousand Dollars (\$13,000), more or less, for the purpose of acquiring electronic immobilization devices (“tasers”) for the Police Department; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 22 CAPITAL IMPROVEMENTS – LIGHTING UPGRADES - POLICE DEPARTMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of installing energy efficiency lighting upgrades at the Police Station; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 23 CAPITAL IMPROVEMENTS – REPLACEMENT OF WINDOWS - BLANCHARD MEMORIAL SCHOOL

(Two-thirds vote required, if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ninety Thousand Dollars (\$90,000), more or less, for the purpose of removing and replacing windows at the Blanchard Memorial School; or take any other action relative thereto.

Summary

Russo Barr Associates prepared the Condition Survey report on the Building Envelope, January 31, 2012, a copy of which is on file at the Blanchard Memorial School. This survey assessed roofs, windows and exterior masonry to assist in scheduling the future repairs and replacements needed within the town's capital planning. The report prioritized recommendations as Priority 1, 2, or 3. With the scheduled completion of the Roof section replacement and masonry repairs in FY13, the remaining Priority 1 item is the replacement of certain windows.

This article is to seek funding to remove and replace the oldest areas of windows (aluminum frames dating from 1975) with energy efficient aluminum windows, matching the white aluminum framed windows installed in 1997. The windows are mill finished (non painted), aluminum frames, and include fixed and hopper style operable windows. It appears that the frames of these windows may date from a 1975 addition, however the glazing units may have been replaced during the 1997 renovation. The original frames appear to have a relatively inefficient thermal break (if any exists), and the replaced insulated glazing units are less than 1/2" thick, providing poor thermal and energy performance.

The Boxborough School Committee [REDACTED]

The Finance Committee [REDACTED]

**ARTICLE 24 CAPITAL IMPROVEMENTS – REPLACEMENT OF CONCRETE SIDEWALKS
AT BLANCHARD MEMORIAL SCHOOL AND SARGENT MEMORIAL LIBRARY**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of replacing concrete sidewalks at the entrances of the Blanchard Memorial School and the Sargent Memorial Library; or take any other action relative thereto.

Summary

The concrete apron at the base of the front stairway of the Blanchard School is degrading, with multiple cracks. Efforts to fill gaps and crumbled areas before winter for student and pedestrian safety were only temporary and are already failing. Additionally at the Library... [need description of conditions]

The School Business Manager and Library Director are coordinating their efforts with the assistance of the Inspector of Buildings.

The Boxborough School Committee [REDACTED]

The Library Board of Trustees [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 25 CAPITAL IMPROVEMENTS – SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of installing upgraded security systems at the Blanchard Memorial School; or take any other action relative thereto.

Summary

Following the tragic events in Newtown, CT all school districts across the Commonwealth and nation have been vigilant in reviewing their current school safety policies, plans and procedures. At Blanchard, concerned parents/guardians provided their thoughts and ideas about school safety to Dr. Bates. The Blanchard Memorial School Council members, the Blanchard Leadership Team, Boxborough School Committee, Boxborough Police Chief, Boxborough Fire Chief, and Boxborough Building Inspector have met to assure that student safety is paramount. We are not only spending time reviewing our current practices but reflecting on improvements that might be needed. After much discussion and consideration, we recommend the following two school safety/security upgrades for the Blanchard Memorial School:

- Update the master lock system in the school with small format interchangeable cores to improve classroom security, by allowing any teacher to lock any classroom from the inside. Further, acquire new locks and hardware as required to update the school's interior and exterior locks for a new master lock system.
- Install camera-monitored door access electronic control at five exterior doors. This includes the purchase and installation of the base software and hardware package for a security center, and equipment to provide door access control for five exterior doors, including electronic access and camera installation. Integrated security software allows up to five people at a time to monitor the entry doors from their workstations, thereby ensuring coverage at all times school is in session.

The Boxborough School Committee [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 26 CAPITAL IMPROVEMENTS – CELL PHONE REPEATER AT BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of installing a cell phone repeater at the Blanchard Memorial School; or take any other action relative thereto.

Summary

The installation of a cell phone repeater is necessary to provide improved coverage at the Blanchard Memorial School, which is the town's designated emergency shelter.

The Board of Selectmen...

The Finance Committee 

ARTICLE 27 CAPITAL IMPROVEMENTS – STEELE FARM BARN

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty-five Thousand Dollars (\$25,000), more or less, for the purpose of providing for restorative carpentry work (including siding repairs, doors, and windows) and painting of the Steele Farm barn; or take any other action relative thereto.

The Board of Selectmen [REDACTED]

The Steele Farm Advisory Committee...

The Finance Committee [REDACTED]

ARTICLE 28 CONSERVATION TRUST FUND

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Five Thousand (\$5,000), more or less, said sum to be transferred to the Town's Conservation Trust Fund; or take any other action relative thereto.

Summary

The appropriation is intended to fund anticipated capital needs related to conservation of land in Boxborough.

Justification and Need

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
 - Purchase of Land
 - Capital Improvement of Land
 - Expenses related to land purchase such as appraisals, title searches etc.
 - Improvement of conservation land.
 - Monitoring of Conservation restrictions.
 - Cost of preparing open space plans and maps.
2. The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$14,000. Previous discussions with the Finance Committee concluded that an estimated working balance of \$30,000 is considered to be adequate for meeting anticipated expenses.
3. The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2013:
 - \$3,200 for land survey, and an easement plan and description for a new trail easement on the Fabian Property.
 - \$851.98 for electric fence materials for use in control of invasives at Rolling Meadows.
 - \$13,000 for preparation of an updated Town Open Space and Recreation Plan (OSRP). The OSRP will serve as a guidance document for Town Boards and Commissions, and is a prerequisite for Town eligibility to apply for State grants targeting land acquisition for conservation or recreational purposes and other land management activity.
4. The Conservation Trust Fund has the following upcoming anticipated expenses:
 - Review of Land Acquisition Opportunities - There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
 - Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.
 - Improve the Monitoring of Conservation Restrictions - Preparation and recording of baseline documentation will involve the cost of contracted consultant services.

Background Information

1. From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.
2. There was one appropriation of \$15,000 to "replenish" the fund in 2000.

3. The last 2 year's (2011 and 2012) ATM approved an appropriation of \$5,000 each year.
4. Routine operations and maintenance are funded separately at approximately \$1,000 per year.
5. Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.

Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund:

1. Providing this appropriation to the Conservation Trust Fund is consistent with the Town's current Capital Planning efforts and objectives.
2. The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town's annual operating budget.

Arguments Against a \$5,000 appropriation to the Conservation Trust Fund:

1. The anticipated expenses are uncertain, and should be considered and paid as the needs arise.

The Conservation Commission recommends (7 – 0).

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 29 ZONING BYLAW AMENDMENT – ADD SECTION 7900 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS

(Two-thirds vote required)

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 7900, Temporary Moratorium On Medical Marijuana Treatment Centers, that would provide as follows, and further to amend the Table of Contents to add Section 7900, “Temporary Moratorium on Medical Marijuana Treatment Centers:”

Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers

Section 7901 Purpose

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law’s effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town of Boxborough and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

Section 7902 Definition

“Medical Marijuana Treatment Center” shall mean a “not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.”

Section 7903 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

Or take any action relative thereto.

The Planning Board recommends.

ARTICLE 30 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES AND SECTION 4300 SPECIAL PERMITS IN TOWN CENTER DISTRICT AND DELETE SECTION 5004

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 4003(1) Residential Uses to change two-family dwellings reserved exclusively for elderly occupancy from an allowed use to a special permit use in the Town Center District, as follows:

4003(1) RESIDENTIAL USES	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Two-family dwelling, reserved exclusively for elderly occupancy	SP	N	N	SP ¹	N	<i>SP</i> P	N

and further to amend Sections 4301, 4302, and 4303 of the Boxborough Zoning Bylaw to add the ***bold, italicized*** language and delete the strikethrough language as follows:

4301 Single-Family Dwellings and Two-Family Dwellings Reserved Exclusively for Elderly Occupancy in the Town Center District

In order to promote mixed uses in the Town Center District and to discourage the conversion of a majority of undeveloped Town Center land to residential uses, single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** shall only be permitted ***in the Town Center District*** by special permit in conjunction with ~~non-residential commercial~~ development in a Mixed Use Development.

4302 Applicability

The Planning Board shall be the special permit granting authority for single-family dwellings ***and two-family dwellings reserved exclusively for elderly occupancy*** in the Town Center ***District***. Single-family dwellings in existence prior to the effective date of this Bylaw shall not be subject to this Bylaw nor shall any extension or alteration to any existing single-family dwelling or a single-family dwelling previously approved under this Bylaw, provided that such extension or alteration complies with the applicable dimensional requirements of the Zoning Bylaw. Building permits for new single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** may be withheld unless ***the*** dwellings comply with the provisions of the Bylaw and any special permit rendered hereunder.

New single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** may only be permitted ***in the Town Center District*** as part of a Mixed Use Development. Mixed Use Developments may include any use permitted as of right in the Town Center District, or any use for which a special permit has been granted by the Board of Appeals. ~~as well as single-family dwellings.~~

4303 Criteria

Prior to the issuance of a special permit for single-family dwellings, ***and/or two-family dwelling reserved exclusively for elderly occupancy*** in a Mixed Use Development, the Planning Board shall find the following:

- (1) The proposal is consistent with the current Master Plan;
- (2) The proposal meets all the applicable dimensional requirements of the Zoning Bylaw;
- (3) The proposed commercial uses are compatible with ***the*** ~~single-family~~ residential uses;
- (4) No more than 30 percent of the Gross Floor Area of the Mixed Use development may be used for ***residential*** ~~single-family~~ purposes;
- (5) The commercial development will be constructed at the same or greater pace than the residential development on a square footage basis;

(6) Each single-family dwelling is located on its own lot;

(7) Buildings meet the architectural standards in Section 8006(9) for the Town Center District.

and further to delete subsection (1) of Section 5004 of the Boxborough Zoning Bylaw, as follows:

~~5004—Supplementary Intensity Regulations~~

~~(1) For multi-family dwelling in TC district reserved exclusively for elderly occupancy, density not to exceed 10 units/80,000 sq. ft. land area.~~

Or take any action relative thereto.

The Planning Board recommends unanimously.

The Finance Committee 

ARTICLE 31 ZONING BYLAW AMENDMENT – AMEND SECTION 4107 ACCESSORY APARTMENT

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 4107 Accessory Apartment by adding the ***bold, italicized*** language and deleting the strikethrough language as follows:

4107 Accessory Apartment

As provided herein, the ~~Building Inspector Planning Board~~ may grant in the 1st year up to 20 permits and thereafter a total of 5 permits each calendar year for accessory apartments meeting the requirements set forth herein. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

(1) *Accessory Apartments Allowed By Building Permit and Certificate of Use and Occupancy*

The ~~Building Inspector Planning Board~~ may grant a ***building permit and a Certificate of Use and Occupancy Special Permit*** for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory structure in existence on or before March 8, 2007 and,
- (b) provided that all of the following additional requirements are met:
 1. No more than one accessory apartment may be located on the lot.
 2. The accessory apartment shall be a use secondary and incidental to the single family dwelling on the lot, and shall contain no more than 600 square feet of habitable space.
 3. The accessory apartment shall contain no more than 3 rooms, excluding hallways, bathrooms and closets.
 4. ~~Either~~ The single-family dwelling ~~and/or~~ the accessory apartment shall be occupied by ***either*** the owner of the lot, ***the owner's family members, or in-home care providers for said owner or their family members.*** For the purposes of this section, the "owner" shall be one or more individuals holding legal or beneficial title to said lot and for whom the dwelling is the primary residence for voting and tax purposes.
 5. The private water and on-site sewage disposal systems shall be adequate to serve both the existing single-family dwelling and the accessory apartment.
 6. Any entrance required by the inclusion of an accessory apartment shall be clearly secondary to the main entrance of the primary dwelling unit.
 7. Any modification to the existing entrances on the front facade of the single-family dwelling shall result in the appearance of a single main entrance.
 8. Two (2) off-street parking spaces shall be provided for the accessory apartment.
 9. Curb cuts for the lot shall be limited to those already in existence on or before March 8, 2007, or for new construction, shall be limited to one.
 10. ~~The accessory apartment shall be occupied only by the owner(s) of the lot, their family members, or in-home care providers for said owner(s) or their family members.~~

~~101.~~ The number of occupants in the accessory apartment shall be limited to three people.

Or take any action relative thereto.

The Planning Board recommends.

The Finance Committee 

ARTICLE 32 GENERAL BYLAW AMENDMENT – AMEND FINANCE COMMITTEE BYLAW
(Majority vote required)

To see if the Town will vote to amend Section 1 of the Finance Committee Bylaw by adding the *bold, italicized* language and deleting the strikethrough language as follows:

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of *no less than five (5) and no more than nine (9) members, all of whom shall be citizens registered voters of the Town, other than Town officers, appointed or elected. No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee.* *Commencing on the effective date of this bylaw, the* The Moderator shall appoint ~~nine (9) members the first year, three (3) for a term of three (3) years, three (3) for a term of two (2) years, and three (3) members for a term of one (1) year, and thereafter~~ three (3) members each year for a term of three (3) years, the terms of said members to expire on the last day of June. *A quorum of the Finance Committee shall be a majority of the number of members currently serving.* No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

Or take any action relative thereto.

The Finance Committee...

Second offense:	Fifteen Dollars (\$15.00) Fifty Dollars (\$50.00)
Third offense:	Twenty-five Dollars (\$25.00) Sixty Dollars (\$60.00)
Subsequent offenses:	Fifty Dollars (\$50.00) One Hundred Dollars (\$100.00) for each offense.

~~Further, if the owner or keeper of a dog be a minor, the parent or guardian of such a minor shall be held liable for any violation of this bylaw.~~

Fines shall be paid to the Town of Boxborough before redemption of the dog, if impounded, or within twenty-one (21) days of issuance of the imposed fine when impoundment has not occurred. An owner or keeper of any dog so impounded for violation of this bylaw shall, in addition to any applicable fees and penalties, pay the ~~commercial kennel or animal hospital~~ **Animal Control Officer – Dogs and Cats** a boarding charge of not less than ~~ten dollars (\$10.00)~~ **forty dollars (\$40.00)** per day while such animal is impounded, nor more than the actual cost for the boarding and care of such animal in any commercial kennel or animal hospital.

E. Violation Abatement or Good Behavior Abatement

After a period of three (3) years from the date of the last violation, any subsequent offenses will be treated as new offenses under Section D.

F. Definitions of Terms Used in Dog Control Bylaw

~~"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.~~

~~"Nuisance:" any dog shall be deemed a nuisance for, but not limited to, the following reasons:~~

- ~~• biting, attacking or threatening the health or safety of any person while said dog is on property other than that of the owner or keeper~~
- ~~• exhibiting a vicious disposition or excessive barking or other disturbance~~
- ~~• chasing, jumping upon, or running into any person on foot, on bicycle or on other non-motorized conveyance on property other than that of the owner or keeper~~
- ~~• chasing or jumping upon any vehicle on a public way~~
- ~~• attacking, killing or maiming any pet, domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper~~
- ~~• damaging property other than that of the owner or keeper~~
- ~~• defecating on property other than that of the owner or keeper, unless said owner or keeper promptly picks up after the dog~~
- ~~• running free on school property during school hours; except those animals certified by the Massachusetts Commission for the Blind or the Director of the Office of Deafness to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.~~

Or take any action relative thereto.

Summary

The proposed amendment brings the Animal Control Bylaw into compliance with recent changes to the Commonwealth's animal control laws.

ARTICLE 34 GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW

(Majority vote required)

To see if the Town will vote to amend the Dog Licensing Bylaw by adding the ***bold, italicized*** language and deleting the strikethrough language as follows:

Section 1. All dogs ***six months or older*** in the Town of Boxborough shall be licensed by the Town Clerk ***annually*** beginning January 1st and not later than March 10th of each calendar year. Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its ~~owner's~~ ***owners*** or keeper's property. ***The License Period shall be January 1 to December 31 of each calendar year.***

Section 2. Fees for dog licenses are:

Spayed/ Neutered	\$10.00
Un-neutered <i>Intact</i>	\$15.00
Kennel up <i>Up</i> to 4 dogs	\$25.00
Kennel 5 - 10 dogs	\$50.00
Kennel 11+ dogs	\$75.00

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog by the March 10 deadline in any year, shall be subject to a penalty of ~~five (\$5.00)~~ ***fifty dollars (\$50.00)*** ***per dog*** to be payable to the Town Clerk upon demand by the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats***, in addition to the license fee; ~~and said penalty is to be paid to the Dog Officer as compensation by the Town Clerk.~~ ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.***

Section 4. Any person who by March 20 fails to license a dog which is owned or kept in the Town of Boxborough shall be subject to a penalty of ~~twenty-five (\$25.00)~~ ***seventy-five dollars (\$75.00)*** ~~to be collected as provided in Section 3 of this bylaw~~ ***per dog to be payable to the Town upon demand by the Animal Control Officer – Dogs and Cats***, in addition to the license fee. ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.***

Section 5. Any person who by March 30 fails to license a dog which is owned or kept in the Town of Boxborough shall receive a demand from the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats*** by certified ***and regular*** mail for immediate payment of the license fee, ~~\$25~~ ***one hundred dollars (\$100.00)*** fine ***per dog*** and the cost of the postage. ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.*** Those who continue to fail to comply with the provisions of this bylaw will have their names turned over to the Boxborough Police for enforcement and possible court action.

Or take any action relative thereto.

Summary

The proposed amendment brings the Animal Licensing Bylaw into compliance with recent changes to the Commonwealth's animal control laws and clarifies some existing language.

ARTICLE 35 ESTABLISH VETERANS TAX WORK OFF PROGRAM

(Majority vote required)

To see if the Town will vote to accept G.L. c. 59, Section 5N, authorizing the Board of Selectmen to establish a program to allow Veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000.00 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by

- 1) allowing an approved representative for persons physically unable to provide such services to the Town; or
- 2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year, rather than \$1,000.00;

or take any other action relative thereto.

Summary

Last May, the Legislature created a new local option by which cities and towns may establish programs to allow qualified veterans to volunteer to provide services to that city or town in exchange for a reduction in real property tax obligations, in addition to any exemption or abatement to which that person may otherwise be entitled. This is similar to the tax work off program for senior citizens that has been very successful in Boxborough. The maximum exemption allowed under the program would be based upon 125 volunteer service hours calculated at the current minimum wage, which is currently \$8/hour.

The Board of Selectmen...

The Finance Committee...

ARTICLE 36 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

Summary

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.

“Other individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty.

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Duane Adams, at 263-1116, Ext. 109 or by e-mail to: duane.adams@town.boxborough.ma.us.

The Board of Selectmen [REDACTED]

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities.

The Finance Committee [REDACTED]

ARTICLE 37 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (8-0).

ARTICLE 38 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; integrated preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; rental of Community Gardens' plots; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees; field permitting fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 14 Spending Limit	Disposition for FY 14 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2015 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2015 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2015 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2015 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer -- Dogs & Cats	\$4,000	Carryover to FY 2015 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2015 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 14 Spending Limit	Disposition for FY 14 Fund Balance
Integrated Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$44,000	Carryover to FY 2015
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2015 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2015 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2015 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2015 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed

The Board of Selectmen

Town Meeting – May 13, 2013
Rev031813

The Finance Committee



You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 26, 2013.

Leslie R. Fox, Chairman
Board of Selectmen

Vincent M. Amoroso, Clerk
Board of Selectmen

Francis J. Powers
Board of Selectmen

Robert T. Stemple
Board of Selectmen

Raid M. Suleiman
Board of Selectmen

Media Production Technician

Definition:

Assists with the recording and cablecasting of municipal meetings, functions, and topics of interest. Assists with the maintenance of Boxborough's broadcast infrastructure, cable bulletin board, and the Town's web site.

Distinguishing Characteristics:

Appointed by Town Administrator and Information Technology Coordinator.

Provide video production and audio visual services for recorded and televised town meetings.

Perform other related tasks or duties at the discretion of the Town Administrator or Information Systems Coordinator.

Examples of work:

Record, cablecast, and/or playback municipal meetings, community functions, and topics of interest on an as needed basis. Some meetings will be cablecast live.

Perform and/or Assist with the setup and teardown of audio-visual and broadcast equipment for town and approved community functions.

Assist with the maintenance, programming, and development of Boxborough's broadcast infrastructure, cable electronic bulletin board, and the Town's website.

Perform any other similar or related duties as directed by the Information Systems Coordinator or Town Administrator.

RECOMMENDED MINIMUM QUALIFICATIONS:

I - Education and Experience

Experience, current enrollment or successful completion of coursework in Communications, Television Production, or Technical Theater / Audio Visual support. Minimum of 1 year's experience operating wired/wireless microphones, audio mixers, projectors, Windows based personal computers, video cameras and recording devices.

II- Knowledge and Ability

Self-motivated, organized and creative.

Strong multi-tasking abilities.

Strong interpersonal and communication skills.

Timely and prompt (e.g., for taping of scheduled productions)

III- Special Requirements

Massachusetts Class D Drivers License or reliable transportation to/from and between town facilities for meetings which can extend past midnight.

IV- Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds, bend/stoop, crawl/kneel and push.

The employee must have vision correctable to a level sufficient to drive a vehicle; review detailed diagrams; and view detailed images on computer screens and video monitors for extended time periods. Requires the ability to distinguish color. Requires the ability to critically listen and adjust audio levels. Requires sufficient manual dexterity in combination with eye-hand coordination for keyboard input, video camera operation and audio mixer operation.

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Acton-Boxborough Cultural Council

This Council is funded by the



February 17, 2013

Ms. Selena Shaw
Town Administrator
Boxborough Town Hall
Middle Road
Boxborough, MA 01719

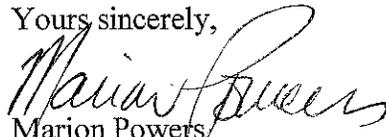
Dear Selena:

Attached is the Acton-Boxborough Cultural Council's application to serve wine at their annual Grantees Reception on April 5th 2013 at the Sargent Memorial Library in Boxborough.

The ABCC would appreciate having this application presented to the Board of Selectmen for their permission at their earliest convenience.

We look forward to seeing you, and the Selectmen, at the Reception.

Yours sincerely,



Marion Powers
Co-Chair, 2013 Grantees Reception

Selina S. Shaw

From: Marion Powers [marion.powershouse@verizon.net]
Sent: Wednesday, March 06, 2013 12:31 PM
To: barbara.estabrook@gmail.com; Selina Shaw
Subject: Fw: ABCC reception

From: Maureen Strapko
Sent: Wednesday, March 06, 2013 11:19 AM
To: 'Marion Powers'
Subject: ABCC reception

Hi Marion,

The Library Trustees once again approved at their meeting last night the request by the ABCC to serve wine at the April 5, 2013 grant reception. They would like to have me see a copy of the liquor permit before the April date.

Thanks,

Maureen

Maureen Strapko
Library Director
Sargent Memorial Library
427 Mass Ave
Boxborough, MA 01719

P(978)263-4680
F(978)263-1275

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

FEBRUARY 17, 2013

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto

MARION POWERS, GRANTEE'S RECEPTION 2013 CO-CHAIR,
ACTON-BOXBOROUGH CULTURAL COUNCIL

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To SERVE WINE/SPARKLING WINE

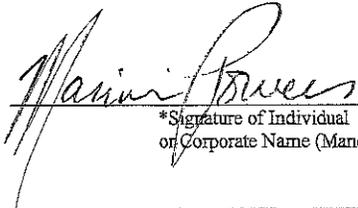
GIVE LOCATION
BY STREET
AND NUMBER

At SARGENT MEMORIAL LIBRARY
427 MASSACHUSETTS AVENUE
BOXBOROUGH 01719

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.



*Signature of Individual
or Corporate Name (Mandatory)

By: Corporate Officer
(Mandatory, if Applicable)

** Social Security # (Voluntary)
or Federal Identification Number

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received 3/5 2013

Signature of Applicant

Hour A.M. _____
P.M. ✓

Address

Approved _____ 20__

License/Permit Granted _____ 20__

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Board of Selectmen
Town of Boxborough
Boxborough MA

Tim Blankenship
Lieutenant
Boxborough District Minutemen
Company

March 5, 2013

Re: Fifers Day permits – June 15, 2013

Enclosed are applications for permits for one day liquor and victualler licenses. These are for use on Fifers Day, which this year is scheduled for June 15.

We will shortly begin the process of applying for a food services permit from the Nashoba Board of Health. We will also apply for the necessary Insurance cover as we have done in previous years. We will forward the insurance certificate to the town administrator upon receipt. We understand that the issue of permits is contingent upon the receipt of the insurance certificate.

Fifers Day is great community event in Boxborough and the Minutemen are proud of the part we play in making it happen each year. This year's event will include all the games, activities, music, booths and competitions that will attract young and old to Fifers day. We start with the road race and will provide a complement of Minutemen to take part in the parade. After the awards presentations, we will continue with the fun until the end of the day.

The Minutemen respectfully ask the Board of Selectmen to grant the permits and to waive the permit fees. If you have any questions, I may be reached by phone at 978.929.2505 or by email at lieutenant@boxboroughminutemen.org.

I very much appreciate your support of this request

Regards

A handwritten signature in black ink, appearing to read "T. Blankenship".

Tim Blankenship
Lieutenant, Boxborough District Minutemen Company

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

2/28, 2013

NO. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto

Boxborough District Minutemen Company

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To Common Victualler's Licence on June 15, 2013
rain date 6/16/13

GIVE LOCATION
BY STREET
AND NUMBER

At Fleera Field

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

7- Bl f

*Signature of Individual
or Corporate Name (Mandatory)

Lieutenant, Boxborough District Minutemen

By: Corporate Officer
(Mandatory, if Applicable)

Federal Tax ID 900744605

** Social Security # (Voluntary)
or Federal Identification Number

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received 3/5 2013

A.M. _____
Hour _____
P.M. 3:51

7- Bl f

Signature of Applicant

1093 Liberty Square Rd, Boxborough

Address

Approved _____ 20__

License/Permit Granted _____ 20__

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

2/28, 2013

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto

Boxborough District Minutemen Company

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To Sell beer and wine on Rifers Day (6/15/13)
between the hours of 10am and 8pm
Rain date 6/16/13

GIVE LOCATION
BY STREET
AND NUMBER

At Flerra Field

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

7- [Signature]
*Signature of Individual
or Corporate Name (Mandatory)

Lieutenant Boxborough District Minutemen
By: Corporate Officer
(Mandatory, if Applicable)

** Social Security # (Voluntary)
or Federal Identification Number

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received 3/5 2013

7- [Signature]
Signature of Applicant

Hour A.M. _____
P.M. 3:51

1013 Liberty Square Road, Boxborough
Address

Approved _____ 20__

License/Permit Granted _____ 20__



Internal Communications and Outgoing Communications
March 18, 2013

1. Letter from TA Shaw, dated March 1, 2013, to Philip Kicelemos regarding the status of the Planning Board Associate position.*
2. Letter from Rita Gibes Grossman, dated March 6, 2013, to the Boxborough Board of Selectmen, advising that she is withdrawing her petition article to adopt CPA.*
3. Correspondence from Comcast's Senior Manager of Government & Community Relations, Karin Mathiesen, dated March 5, 2013, to the Board of Selectmen concerning Comcast's 2013 Annual notice and payment of Comcast's YE 2012 Annual Licensing Fee [\$358.00] along with copies of Comcast's policies; procedures; and sample subscriber bill, rate & channel line-up information for Boxborough.
4. Check from Verizon, dated March 8, 2013, to the Town of Boxborough, care of the Board of Selectmen in payment of 2013 License Fees in the amount of \$488.50.
5. February 2013 Monthly Construction Activity Report from the Building Department, dated March 11, 2013.*
6. Letter from Chair Les Fox, dated March 14, 2013, to Frank Hubley accompanying Fire Chief Randolph White's response to concerns raised by Mr. Hubley in his letter of January 28th.*
7. Copy of letter from Town Counsel, Attorney George Pucci, of Kopelman & Paige, PC, dated March 7, 2013, to Donald McPherson, President of Minute Man Air Field.*



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BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

Leslie R. Fox, Chair Vincent M. Amoroso, Clerk Francis J. Powers Robert T. Stemple Raid M. Suleiman

March 1, 2013

Mr. Philip Kicelemos
307 Picnic Street
Boxborough, MA 01719

Re: Planning Board Associate

Dear Mr. Kicelemos,

Thank you for your letter of interest in the Planning Board associate position. As you know, the position became vacant when the individual serving in the position was unanimously selected by the Planning Board and Board of Selectmen to fill, until the election in May, the vacancy caused by the resignation of former Planning Board member Julie Carroll. The Planning Board now has five "full" members to act on matters that come before the Board.

A Planning Board **associate** member is a position jointly appointed by the Board of Selectmen and Planning Board. The Planning Board Chairperson may designate an associate member to sit on the Board for the purposes of acting on a special permit application in the case of absence, inability to act, or conflict of interest on the part of any member of the Planning Board, or in the event of a vacancy on the Board. With a full Board and relatively quiet load, it seems unlikely that the services of an associate will be needed in the brief few month interim period until July 1, when the Board of Selectmen and the Planning Board will jointly appoint an associate for a three year term. Seeing no compelling reason to take up an interim associate appointment at the current time, the Planning Board voted to delay making such an appointment until after the annual election in May. The Board of Selectmen supported this decision.

Please let us know if you are interested in serving for the three year term, commencing July 1, 2013 and we will keep your letter on file for consideration.

Sincerely,


Selina S. Shaw
Town Administrator

cc: Planning Board

Rita Gibes Grossman

291 Depot Road, Boxborough, MA 01719

March 6, 2013

Boxborough Board of Selectmen:

Leslie Fox, Chair
Frank Powers, Clerk
Vincent Amoroso
Robert Stemple
Raid Suleiman

cc: Town Administrator Selina Shaw

Dear Selectmen:

I would like to withdraw the petition article to adopt the Community Preservation Act (CPA) which I initiated intended for this year's Annual Town Meeting warrant. Please understand that the signatures have not yet been certified by the Board of Registrars, therefore this should be straightforward. All ten signatories have been informed of this action to withdraw.

I do look forward to working with you in the future to explore the potential benefits to the Town of possibly adopting the CPA.

Best regards,



Rita Gibes Grossman

**BOXBOROUGH BUILDING DEPARTMENT**

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 263-1116 • Fax: (978) 264-3127

www.town.boxborough.ma.us

To: Board of Selectmen ✓
Town Planner
Town Assessor
Finance Committee
School Committee

From: Building Department

Date: March 11, 2013

RE: Building Department Monthly Construction Activity Report

The Building Department has released the February 2013 Construction Activity Report. A copy is attached.

ma

Building Department Monthly Construction Activity CY 2013

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Y-T-D Total
Residential:													0
Single Family - new													8
Additions/Alterations	6	2											1
Repair		1											0
Foundation Only													0
Pools/Spa													1
Windows		1											0
Roof													2
Deck	1	1											0
Void													0
Accessory Apartment													0
Business:													0
New													0
Additions/Alterations													0
Other:													0
Construct. trailers													0
Tents													0
Cell Tower Antenna													0
Demolition													4
Woodstove	4												0
Signs													0
Shed/Barn													0
Mechanical													0
Change of Use													0
Totals:													16
Number of Permits	11	5											259350
Construction Cost	228,200	31,150											1656
Total Fees	1,437	219											

Permit Listing Report

by District

Printed On: Wed Mar 06, 2013

Date Range: Issued between 02/01/2013 And 02/28/2013

SQL Statement: ([Type of Permit]="Building")

District	Address (Work Location)	District	Zoning	Owner	Work Category	Est. Cost	Proposed Use And Detail		
Permit Type	Permit No	Online Permit No	Permit Status	Date Issued	Contractor (Phone #)	Work Description	Fees Paid	Check #	
	109-133 STOW RD (115 STOW RD)			SODERLING, VIRGINIA R.		Windows	\$0.00		
Building	BP-2013-0089		OPEN	Feb-05-2013	Power Home Remodeling	windows	\$50.00	01092	
	253 LIBERTY SQ RD		A/R	HOLMES, DEREK K		ADDITION/ALTERATIO N	\$6,900.00		
Building	BP-2013-0090		OPEN	Feb-19-2013	HOLMES, DEREK K	Bedroom Modification	\$69.00	329	
	847 LIBERTY SQ RD		A/R	Martin, Peter		Repair	\$250.00		
Building	BP-2013-0091		OPEN	Feb-27-2013	Turner, Greg (978) 263-2962	Deck Repair	\$50.00	3350	
	326 SARGENT RD		A/R	GLIDDEN, JANET J		Repair	\$3,000.00		
Building	BP-2013-0092		OPEN	Feb-27-2013	Turner, Greg (978) 263-2962	stairs	\$50.00	1234	
	345 SARGENT RD		A/R	ZUPICICH, ALFRED L		Bathroom Remodel	\$21,000.00		
Building	BP-2013-0093		OPEN	Feb-28-2013	Hefferman Build and Remodel	Bathroom remodel			
District () TOTALS:						ESTIMATED COST:	\$31,150.00	NUMBER OF PERMITS:	5
						FEEES INVOICED:	\$429.00	FEEES PAID:	\$219.00
								BALANCE:	\$210.00
GRAND TOTALS:						ESTIMATED COST:	\$31,150.00	NUMBER OF PERMITS:	5
						FEEES INVOICED:	\$429.00	FEEES PAID:	\$219.00
								BALANCE:	\$210.00



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BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

Leslie R. Fox, Chair Vincent M. Amoroso, Clerk Francis J. Powers Robert T. Stemple Raid M. Suleiman

March 14, 2013

Mr. Frank Hubley
617 Old Harvard Road
Boxborough, MA 01719-1870

Dear Mr. Hubley,

Thank you for your letter of January 28, 2013 and for your continued interest in the stand-by generators that will serve the Hager well and Blanchard School. The town's Fire Chief, who also serves as the Emergency Town's Management Director, has reviewed your concerns and provided the Board of Selectmen with a comprehensive response. A copy is included with this letter.

The Board of Selectmen is confident that the Fire Chief has done his due diligence in this matter. Further, as required under the procurement statutes, the Town Administrator will be securing the services of an engineering consultant to develop the specifications for the generators that will best meet the town's needs and to oversee the project. In addition to providing overall design consulting, the engineer's assessment will include a recommendation regarding the type of fuel to be utilized.

The Board appreciates that you have taken the time to bring forward your opinions in this matter.

Sincerely,

Leslie R. Fox
Chair
Boxborough Board of selectmen



Boxborough Fire Department

502 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-7546 Fax 978-263-0038

www.boxboroughfire.com

Randolph T. White
Fire Chief

Boxborough Board of Selectmen
29 Middle Rd.
Boxborough, MA 01719

February 28, 2013

I wish to express my thanks to Mr. Hubley for his letter dated January 28, 2013 regarding the appropriate fuel option for our Blanchard school and Hager well generators. Mr. Hubley raises some legitimate questions and I offer this response. In developing this response, I have relied on my 30 years of fire service experience and have also sought the experience and expertise of several other individuals and organizations. Specifically, I have included input from Boxborough Firefighter Eoin Bohnert, a master diesel mechanic with many years experience in diesel, propane and natural gas equipment maintenance and repair; Tom Argento, the town's electrical inspector; Tom Garmon, the town's highway director; MA Department of Environmental Protection; and fire chiefs from various towns in the Commonwealth. The overwhelming conclusion from information provided by these sources is that diesel electric generators are the best choice for Boxborough's needs. Specific responses to questions raised by Mr. Hubley are as follows:

1.) Environmental Risk

I will not refute that diesel fuel poses a potential risk to the environment if there is an uncontained spill. However, as referenced in the National Fire Code as well as the Commonwealth of Massachusetts Regulations (CMR's), all tanks are built with double walled construction, most often being used as the base of the generator set itself. This is the case with the diesel generator currently in use at the Boxborough Police Department, (which the Fire Department has had to tie into due to the gross unreliability of our current natural gas generator). These units are filled by delivery companies or by Town employees that are very familiar with the equipment and its limitations; therefore, making spill risk far less likely than the hundreds of drivers who already fill their passenger vehicles everyday at the Gulf station on Rte. 111. I would also add that these sets can be installed with catch basins around the entire generator pad equal to the total amount of stored fuel. MassDEP does permit the use of diesel powered generators and has provided the following specific input regarding Boxborough's situation: "diesel is the most practical and appropriate emergency power source". The pump house is located 700 feet from the well itself and therefore the diesel generator and fuel are not located within the Zone I of the well. The fuel tank is double walled and is equipped with secondary containment.

2-3.) Storage Life

A diesel fuel storage life of 12 months is incorrect. The documented life is really closer to double that, two years, with a very minor fuel maintenance program consisting simply of a stabilizing additive, (which is added by Massachusetts suppliers at regional supply centers) and keeping tanks filled regularly, given that too much dead space inside a tank is the main culprit in the development of water in fuel as well as microbes. This, in combination with cleaner Ultra Low Sulfur Diesel (ULSD) has made incidents of microbial contamination almost non-existent compared to the past. In addition, a 50kw generator, which is close to if not the size needed for most services in Boxborough, uses 5.1 gallons per hour at 100% load, meaning that with a 30-60 minute running test every week as well as actual incidents where use is required, fuel will never last longer than its life. The use of ULSD, required by the EPA in 2010 in all Tier 3 machines, which includes stand-by fixed pad generators, has averted almost all problems listed in the 2005 article written by the BP Corporation and provided by Mr. Hubley. Any issues not addressed are avoided via an aforementioned maintenance plan, and the use of inline water separator filters installed prior to finer, micron filters which prevents any clogging issues.

4.) Cold Starting

Diesel generators that are being considered by this town, as well as the Caterpillar diesel generator in use at the Police Department, are sold with housings which cover the generator assembly and can have compartment heaters added if needed. However, any generators being considered come standard with block heaters, just like their emergency apparatus counterparts, which keep engine cylinders and coolant warm. Block heaters make cold start capabilities just as reliable, if not better than LP generator alternatives. Further, as noted, if any cold start problems are experienced, additional compartment heaters can be added.

5.) Service Life

Mr. Hubley mentions a service life for stand-by LP generators upwards of 2500 hours, and that diesel alternatives generally last longer. He is most certainly correct in that statement. The average life of a 50kW diesel gen set is between 6000 and 8000 hours. With the average installation cost of a comparable diesel generator set being 20 thousand dollars cheaper than its LP counterpart, this is a significant savings for the Town.

6.) Fuel Usage and Access

Boxborough's needs require a generator that can run for days in event of an emergency. The 3:1 ratio of fuel use in LP to diesel is another benefit, in that an equal size and rated LP generator will use three times the fuel of a diesel counterpart, or conversely, run out of fuel three times as fast as a diesel. Filling with LP must be done with special connections and tanks, even if they are a transfer tank (which would have to be purchased, permitted and installed/kept on a town vehicle) and personnel must be trained on proper filling procedures. Diesel generator sets are installed with filler necks that can be used by transfer tanks already installed on town vehicles. Diesel fuel has been used and stored in Boxborough for a number of years. The Highway Department already has a vehicle outfitted with a diesel transfer tank which would be used to fill generators in need of fuel during a prolonged incident when delivery is unavailable. This is not the case with an LP powered unit. Without the installation of mass LP storage, and an additional vehicle-mounted transfer tank, a prolonged incident, where an LP unit's tank and subsequent reserve were depleted, would leave the unit out of service until a delivery could be made. I am also concerned as to whether any commercial delivery truck of the common size could access the well site during inclement weather.

7.) Emissions

The use of ULSD as mentioned earlier, as well as manufacturer changes in engine construction have greatly reduced emissions created by diesels. ULSD fuel requirements put into effect for non-road generators in 2010 reduce sulfur emission (main source of NO_x +CO in exhaust) from 3,000 ppm to 15 ppm. This combined with changes by many manufacturers have cut diesel emissions in half in recent years.

8.) Explosion/Fire Risk

Mr. Hubley states that "the generator for the Municipal Well is in an isolated area that is a significant distance from where people congregate". I presume the intent of this statement is to imply that an LP leak at the Municipal Well would be remote and essentially harmless. My fire service career, specifically being charged with the readiness to respond to an LP incident, has ingrained the following facts in me. 1.) LP has a boiling point of -44 degrees F and expands in gaseous form at 270:1. 2.) LP has a Lower Explosive Limit (LEL) of 2.2% . What does all this mean? When a 100 gallon tank begins to leak, all material is in a gaseous form as soon as it is released, expanding at 270:1, making a full 100 gallon tank 27,000 gallons once in the air. A 2.2% concentration of propane anywhere in the air then puts that gas within a range where it will ignite violently if introduced to any ignition point (such as a running generator, etc.) The 2012 ed. of the Emergency Response Guide (ERG), a guide book for first responders issued by the U.S.D.O.T., lists LP, ID #1075, as extremely flammable, advising an initial evacuation of a ½ mile radius in the event of any kind of evacuation, increasing to 1 mile if the tank (over 50 gallons) is involved. The Library, Blanchard School, Police and Fire Departments are all well within this perimeter. This is not forsaking that the exact same situation could occur in a hypothetical Blanchard School LP gen. set.

In contrast, diesel is undeniably the least reactive of any fuel currently used in generator systems. It has a boiling point higher than water, which makes LEL and expansion ratios a non issue confining the incident to location of the spilled liquid, which installed security basins should be able to contain.

Conclusion While both systems undoubtedly have their strong and weak points, it is my opinion, based on the factors identified above, that the reliability, length of service life, and independent operability make diesel generators the clear choice for Boxborough's needs.

Regards,



Randolph T. White
Fire Chief




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March 7, 2013

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 gpucci@k-plaw.com
 (617) 654-1718

CERTIFIED MAIL - RETURN RECEIPT REQUESTED
AND BY FIRST CLASS MAIL

Received
 3-11-2013

Mr. Donald McPherson
 President
 Minute Man Air Field
 302 ~~Stowe~~ ^{Boxboro} Road
~~Boxborough~~, MA 01719
 S. to Stow

Counsel resent
 with correct
 address on
 3/13/13

Re: Minute Man Air Field
(Boxborough Conservation Commission)

FINAL DEMAND FOR COMPLIANCE

Dear Mr. McPherson:

This shall serve as a final demand on behalf of the Town of Boxborough (the "Town") and the Boxborough Conservation Commission (the "Commission") that you comply with a mitigation order which the Commission issued to you under the Boxborough Wetland Bylaw.

The Commission issued you an Amended Order of Conditions ("AOC") under the Boxborough Wetland Bylaw on November 21, 2012, in an effort to resolve enforcement issues arising from your failure to comply with the deadline for completing required mitigation under an Order of Conditions issued on August 15, 2007, which you unsuccessfully appealed to both the Middlesex Superior Court and Massachusetts Appeals Court. The mitigation was ordered because you illegally cleared approximately eight acres of land within the Commission's jurisdiction under its Bylaw and Regulations, causing a substantial degradation of wildlife habitat in the area of Vernal Pools 2 and 3 on your property and their associated one-hundred foot buffer zones.

You have never made any effort to perform the remediation work required under the original Order of Conditions in order to remedy the damage caused by your illegal clear-cutting activities. Instead, you pursued unsuccessful court appeals and then simply ignored the deadline for proceeding with the required mitigation once your appeal rights were exhausted.

The Commission has now spent more than two years attempting to obtain your voluntary cooperation to resolve your failure to proceed with the required mitigation in accordance with the deadlines and conditions set forth in the original Order of Conditions. In January, 2012, you filed a request for an amended order to supersede the original order which was out of compliance and under

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Mr. Donald McPherson
President
March 7, 2013
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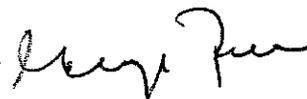
active enforcement. However, your request substantively involved little more than a request that the Commission simply release you from the requirements for mitigation.

The Commission issued the AOOC with modified mitigation requirements consistent with the findings of its consultant which were presented to you during the public hearings in 2012, and which were entirely within the scope of the mitigation requirements in the original Order of Conditions, which were upheld by the courts on appeal. Since you were so far beyond the deadline for proceeding with the required mitigation under the original Order of Conditions, the Commission ordered that the AOOC would be valid only on the condition that no further work occur under the original Order of Conditions, and that you must record the AOOC by January 31, 2013, upon which it would supersede the original order. The AOOC also requires that the mitigation be completed by May 31, 2013. Unfortunately, you have advised the Commission that you refuse to record the AOOC and that you have no intention to complete the required mitigation by the deadline of May 31, 2013.

The Town and the Commission hereby demand that you record the AOOC forthwith, and that you return the recording information to the Commission within thirty days of receipt of this demand. The Town and the Commission demand further that you complete the mitigation specified in Appendix B to the AOOC by May 31, 2013. Since you are in default of the deadline for proceeding with mitigation under the original Order of Conditions, the Town and the Commission also demand that you refrain from any clearing or cutting work under the original Order of Conditions, and that you immediately cease and desist from any such work to the extent already commenced. If you fail to comply with this demand, the Town and the Commission have instructed me to file an action for injunctive relief against you in Middlesex Superior Court.

Thank you for your immediate attention to this demand.

Very truly yours,



George X. Pucci

GXP/man

cc: Board of Selectmen ✓
Conservation Commission



**Minutes, Notices and Updates
March 18, 2013**

Minutes

1. Personnel Board minutes of the meetings held January 22, 2013 and February 5, 2013.
2. Conservation Commission minutes of the meeting held February 6, 2013.
3. Finance Committee minutes of the meetings held February 19, 2013 and February 26, 2013.

Notices

1. Notice of Finance Committee meetings:
 - a. Held March 5, 2013.
 - b. Held March 13, 2013.
 - c. To be held March 18, 2013.
2. Notice of a Library Board of Trustees' meeting held March 5, 2013.
3. Notice of a Well-Being Committee meeting held March 6, 2013.
4. Notice of an Energy Committee meeting held March 6, 2013.
5. Notice of a Conservation Commission meeting held March 6, 2013.
6. Notice of Boxborough Leadership Forum meetings:
 - a. Held March 12, 2013
 - b. To be held April 23, 2013 [TBD Agenda Notice]
7. Notice of a Board of Health meeting held March 13, 2013.
8. Notice of a Public Celebrations Committee meeting held March 13, 2013.
9. Notices of Board of Selectmen meetings:
 - a. Regular Session to be held March 18, 2013.
 - b. Executive Session held March 18, 2013.
 - c. Contract Negotiating Team [Executive Session]
 - i. To be held March 19, 2013 [Police]
 - ii. To be held March 20, 2013 [Dispatch]
 - iii. To be held March 21, 2013 [Fire]

10. Notices of Boxborough School Committee meetings:
 - a. Regular meeting held March 14, 2013
 - b. Executive Session of Negotiations Subcommittee meetings:
 - i. To be held March 19, 2013.
 - ii. To be held March 26, 2013
11. Notice of a Steele Farm Advisory Committee meeting held March 14, 2013.
12. Notice of a Conservation Commission meeting to be held March 20, 2013.
13. Notice of an Agricultural Commission meeting to be held March 21, 2013.
14. Save the Date Notice of a MBTA Advisory Board meeting to be held April 3, 2013.

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General Correspondence
March 18, 2013

1. February 2013 Newsletter, *OARS*, from the Organization for the Assabet, Sudbury & Concord Rivers.

